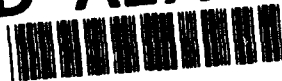
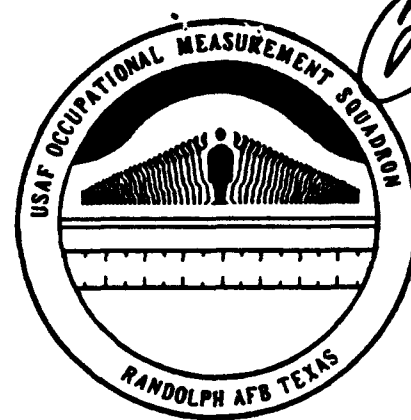


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OCCUPATIONAL SURVEY REPORT



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MAINTENANCE SCHEDULING CAREER LADDER

AFSC 392X0
(PROJECTED AFSC 2R1X1)

AFPT 90-392-949

SEPTEMBER 1993

DISC 1

OCCUPATIONAL ANALYSIS PROGRAM
USAF OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION and TRAINING COMMAND
1550 5th STREET EAST
RANDOLPH AFB, TEXAS 78150-4449

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388 LSS/LST (HILL AFB UT)	2		2	
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PREFACE

This report presents the results of an Air Force Occupational Survey of the Maintenance Scheduling (AFSC 392X0, projected to be AFSC 2R1X1) career ladder. Authority for conducting occupational surveys is contained in AFR 35-2. Computer products used in this report are available for use by operations and training officials.

Mr Tom Duffy, Inventory Development Specialist, developed the survey instrument. Second Lieutenant Trevor D. Staiger, Occupational Analyst, analyzed the data and wrote the final report. Mr Wayne Fruge provided computer programming support, and Ms Tamme Lambert provided administrative support. Major Randall C. Agee, Chief, Airman Analysis Section, Occupational Analysis Flight, USAF Occupational Measurement Squadron, reviewed and approved this report for release.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to the USAF Occupational Measurement Squadron, Attention: Chief, Occupational Analysis Flight (OMY), 1550 5th Street East, Randolph AFB, Texas 78150-4449 (DSN 487-6623).

JAMES L. ANTENEN, Lt Col, USAF
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Squadron

SUMMARY OF RESULTS

1. **Survey Coverage:** The Maintenance Scheduling (AFSC 392X0, projected 2R1X1) career ladder was surveyed to obtain data needed to update the career ladder after the Air Force has switched to the core automated maintenance system (CAMS) and the reliability and maintainability information system (REMIS). Survey results are based on 912 responses from active duty AFSC 392X0 personnel, which constitute 56 percent of the assigned population. Also included in the survey were 318 Air National Guard (ANG) and 64 Air Force Reserve (AFRES) AFSC 392X0 personnel.
2. **Specialty Jobs:** Structure analysis identified two job clusters and eight independent jobs: Maintenance Scheduler cluster, TCTO Monitor job, Engine Management job, Planning and Scheduling Monitor job, Aerospace Vehicle Data Analysis job, TMDE Monitor job, Time Change Monitor job, Firstline Supervisor cluster, ANG & AFRES Production Controller job, and ANG & AFRES Plans and Scheduling Manager job. Clusters and independent jobs are discussed within this report.
3. **Career Ladder Progression:** Personnel in the Maintenance Scheduling career ladder show a typical pattern of career ladder progression. Three-skill level personnel perform essentially technical tasks. At the 5-skill level, a moderate shift towards supervisory functions occurs, with members still spending more than half of their job time performing technical duties. Seven-skill level personnel spend a slightly higher percentage of their duty time performing managerial and supervisory functions, with a majority of time dedicated to technical duties. Specialty descriptions in AFR 39-1 provide a broad and accurate overview of tasks and duties performed within the career ladder.
4. **Training Analysis:** A match of survey data to the AFSC 392X0 Specialty Training Standard (STS) identified six items on the STS not supported by survey data. In addition to this, a similar match of data to the Plan of Instruction (POI) for the C3ABR39230-002 course revealed that seven POI learning objectives are not supported. Career ladder functional managers and training personnel should carefully review these unsupported STS and POI items to justify their continued inclusion in the training documents.
5. **Job Satisfaction Analysis:** Overall, AFSC 392X0 respondents are generally satisfied with their jobs. When compared to other mission support personnel surveyed in 1992, AFSC 392X0 personnel show relatively higher job satisfaction. When compared to the 1987 (AFSC 392X0) Occupational Survey Report (OSR), survey data indicate that there was no major change in job satisfaction among AFSC 392X0 career ladder respondents. A comparison between major jobs identified in the current sample reveals that members in the Engine Management job and the Planning and Scheduling Monitor groups have the highest level of job satisfaction, while personnel in the TMDE Monitor group are the least satisfied.

6. ***Implications:*** The AFSC 392X0 career ladder structure identified in this report is similar to that found in the 1987 OSR. The AFR 39-1 Specialty Descriptions accurately describe the jobs and tasks performed by personnel at all skill levels, and overall satisfaction was positive for the jobs identified. Analysis of the training documents indicates that the STS contains six unsupported paragraphs, while the POI contains seven unsupported criterion objectives. Both documents should be reviewed by training personnel to justify their continued inclusion in the training documents.

For this survey, the ANG and the AFRES AFSC 392X0 personnel were included in the survey process and the analysis of the career field. While active duty personnel dominate most of the jobs identified, the ANG and AFRES seem to be doing the same basic jobs. There was only one purely active duty job and two ANG and AFRES-dominated jobs. The data seem to indicate that ANG and AFRES personnel are not as specialized as their active duty counterparts, but there is no apparent difference in either the training policies or job satisfaction.

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**OCCUPATIONAL SURVEY REPORT (OSR)
MAINTENANCE SCHEDULING CAREER LADDER
(AFSC 392X0, projected to be AFSC 2R1X1 after 31 Oct 93)**

INTRODUCTION

This is a report of an occupational survey of the Maintenance Scheduling career ladder conducted by the Occupational Analysis Flight, USAF Occupational Measurement Squadron (USAFOMS). HQ AETC and the Technical Training Operations Directorate (TTOA), requested this survey to collect data needed to update the career ladder after the Air Force has switched to the core automated maintenance system (CAMS) and the reliability and maintainability information system (REMIS). The last survey pertaining to this career ladder was published in June 1987.

Background

As described in the AFR 39-1 Specialty Descriptions, 3- and 5-skill level members plan and schedule use and maintenance of aircraft, engines, munitions, and associated aerospace ground equipment (AGE), including test, measurement, and diagnostic equipment (TMDE). They also prepare presentations in different media formats, coordinate with maintenance data systems analysis concerning automated systems analysis, and develop generation flow plans for unit emergency war order and wartime taskings. In addition, 7-skill level members are also responsible for monitoring maintenance management scheduling effectiveness.

Initial 3-skill level training for AFSC 392X0 personnel is provided through an 8-week, 4-day course taught at Sheppard AFB TX. The Apprentice Maintenance Scheduling specialists course, C3ABR39230-002, covers maintenance scheduling fundamentals, manuals and regulations, technical orders, automated maintenance management systems, delayed discrepancies, inspections, time change items, time compliance technical orders, equipment records, pertinent regulations, CAMS, Automated Scheduling Module (ASM) monthly, weekly, and daily planning, security, and engine tracking.

Entry into the career ladder currently requires an Armed Forces Vocational Aptitude Battery (ASVAB) General score of 43 and a strength factor of H (50 lbs).

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SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI) Air Force Personnel Test (AFPT) 90-392-949, dated May 1992. A tentative task list was prepared after reviewing pertinent career ladder publications and directives and tasks from the last AFSC 392X0 OSR. The preliminary task list was refined and validated through personal interviews with 64 subject-matter experts (SMEs) at the following locations:

<u>BASE</u>	<u>UNIT AND REASON FOR VISIT</u>
Chanute AFB IL	3350 Technical Training Group
Norton AFB CA	63MAW/MAMP (CAMS for Airlifters)
Ellsworth AFB SD	28LSS/LGLMX (ACC Bombers, Tankers, and Missiles)
Seymour Johnson AFB NC	40SS/OSOP (Composite Wing -- F-15Es and KC-10s)
Eglin AFB FL	3246TW (JOCAS)
Shaw AFB SC	363FW (F-16 Wing)
Dyess AFB TX	463LOGSS (Tactical Airlift AF CAMS)
Carswell AFB TX	7LOGSS (Intermediate Level Maintenance Squadron)

The resulting JI contained a comprehensive listing of 241 tasks grouped under 10 duty headings. A background section requested information such as grade, job title, time in present job, time in service, job satisfaction, and whether or not a personal computer is used in the performance of the incumbent's job.

Survey Administration

From April through August 1992, Military Personnel Flights at operational bases nationwide administered the inventory to eligible AFSC 392X0 personnel. Members eligible for the survey consisted of the total assigned 3-, 5-, and 7-skill level population, excluding the following: (1) hospitalized personnel; (2) personnel in transition for a permanent change of

station; (3) personnel retiring during the time inventories were administered to the field; and (4) personnel in their jobs less than 6 weeks. Participants were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Human Resources Directorate, Armstrong Laboratory.

Each individual who completed the inventory first filled in an identification and biographical information section and then checked each task performed in their current job. After checking all tasks performed, each individual rated each task on a 9-point scale showing relative time spent on that task as compared to all other tasks checked. The ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount spent).

To determine relative time spent for each task checked by a respondent, all of the incumbent's ratings are assumed to account for 100 percent of that member's time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time for each task. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percentage of time spent.

Survey Sample

Personnel were selected to participate in this survey to ensure an accurate representation across MAJCOMs and paygrades. Table 1 reflects the distribution percentages, by MAJCOM, of active duty AFSC 392X0 personnel. The 912 respondents in the final sample represent 56 percent of all active duty AFSC 392X0 personnel. Also included within the sample were 318 Air National Guard (ANG) and 64 Air Force Reserve (AFRES) 392X0 personnel. Table 2 reflects the distribution percentages by paygrade groups. Although the percentage of assigned in the sample is somewhat low, the respondents are distributed proportionately across MAJCOMs and paygrades (see Tables 1 and 2) and are very representative of the assigned population.

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected senior AFSC 392X0 personnel (generally E-6 or E-7 technicians) also completed a second booklet for either training emphasis or task difficulty. These booklets were processed separately from the job inventories. This information is used in a number of different analyses discussed in more detail within this report.

TABLE 1

**MAJCOM REPRESENTATION OF ACTIVE DUTY IN
SAMPLE**

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
ACC	49	50
AMC	25	21
USAFE	11	10
PACAF	8	10
AETC	3	3
AFSOC	2	2
AFMC	2	4

Total Assigned = 1,634

Total Surveyed = 1,363

Total in Sample = 912

Percent of Assigned in Sample = 56%

Percent of Surveyed in Sample = 67%

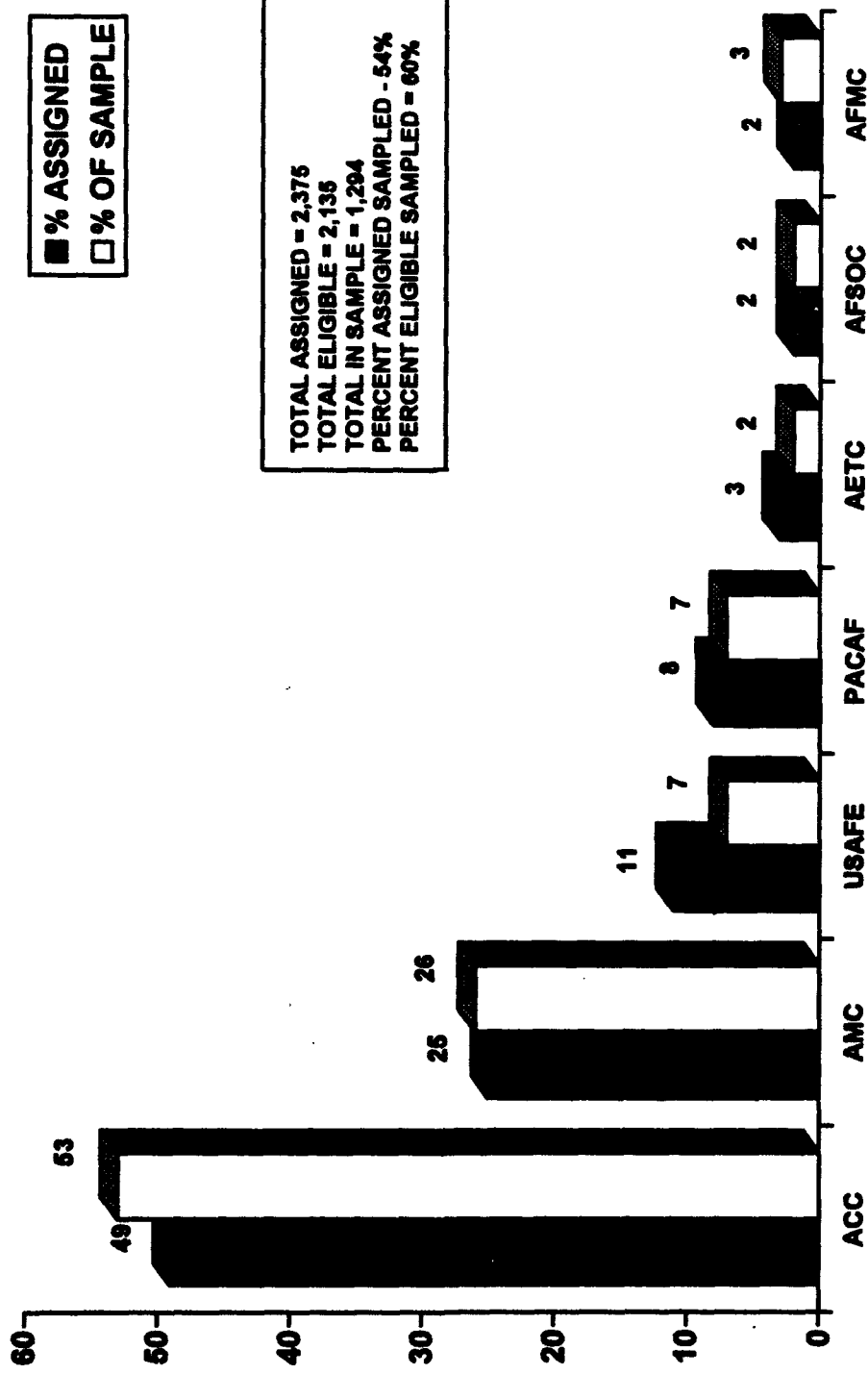
Also included in survey were 318 ANG and 64 AFRES 392X0 personnel

TABLE 2

PAYGRADE DISTRIBUTION OF SAMPLE

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
E-1 to E-3	14	10
E-4	29	23
E-5	29	29
E-6	15	20
E-7	9	15
E-8	2	3

MAJCOM DISTRIBUTION



Training Emphasis (TE). TE is defined as the relative amount of structured training first-enlistment personnel need to perform tasks successfully. Structured training is defined as training provided by resident technical schools, field training detachments (FTD), mobile training teams (MTT), formal, or any other organized training method. Forty-five active duty, twenty-one ANG, and nine AFRES experienced AFSC 392X0 NCOs rated the tasks in the inventory on a 10-point scale ranging from 0 (no training required) to 9 (extremely high amount of training required). The interrater agreement for these raters was acceptable. The average TE rating for AFSC 392X0 was 2.92, with a standard deviation of 1.79. Any task with a TE rating of 4.71 or greater for AFSC 392X0 tasks is considered to have a high TE. After separating and comparing the ANG & AFRES TE ratings, it was apparent that the combined active duty, ANG, and AFRES interrater reliability was acceptable, and there were no differences in the policies of the different components.

When used in conjunction with the primary criterion of percent members performing, TD and TE ratings can provide insight into first-enlistment personnel training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction supporting AFS entry-level jobs.

Task Difficulty (TD). TD is defined as an estimate of the relative amount of time the average airman takes to learn how to perform a task. Thirty-eight active duty, nineteen ANG, and twenty-two AFRES experienced AFSC 392X0 NCOs rated the difficulty of the inventory tasks on a 9-point scale ranging from 1 (easy to learn) to 9 (very difficult to learn). Interrater agreement was again acceptable. TD ratings are normally adjusted so tasks of average difficulty have a value of 5.0, with a standard deviation of 1.0. Thus, any task with a TD rating of 6.00 or above is considered difficult to learn.

SPECIALTY JOBS (Career Ladder Structure)

The first step in the analysis process is to identify the structure of the career ladder in terms of the jobs performed by the respondents. Comprehensive Occupational Data Analysis Programs (CODAP) assist by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on the tasks. The CODAP automated job clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and combines them to form a composite job description. In successive stages, new members are added to this initial group, or new groups are formed based on the similarity of tasks and time spent ratings.

The basic group used in the hierarchical clustering process is the **Job**. When two or more jobs have a substantial degree of similarity in tasks performed and time spent on tasks, they are grouped together and identified as a **Cluster**. The structure of the career ladder is then defined in terms of jobs and clusters of jobs.

Overview of Specialty Jobs

Based on the analysis of tasks performed and the amount of time spent performing each task, two clusters and eight jobs were identified within the career ladder. Figure 1 illustrates the jobs performed by AFSC 392X0 personnel. A listing of these jobs is provided below. The stage (STG) number shown beside each title references computer-printed information; the letter "N" stands for the number of personnel in each group.

- I. MAINTENANCE SCHEDULER CLUSTER (STG100, N=753)
- II. TCTO MONITOR JOB (STG159, N=67)
- III. ENGINE MANAGEMENT JOB (STG101, N=26)
- IV. PLANNING AND SCHEDULING MONITOR JOB (STG108, N=10)
- V. AEROSPACE VEHICLE DATA ANALYSIS (AVDA) JOB (STG095, N=18)
- VI. TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) MONITOR JOB (STG139, N=45)
- VII. TIME CHANGE MONITOR JOB (STG113, N=16)
- VIII. FIRSTLINE SUPERVISOR CLUSTER (STG109, N=117)
- IX. ANG & AFRES PRODUCTION CONTROLLER JOB (STG132, N=18)
- X. ANG & AFRES PLANS AND SCHEDULING MANAGER JOB (STG177, N=16)

The respondents forming these groups account for 84 percent of the survey sample. The remaining 16 percent were performing tasks or series of tasks which did not group with any of the defined jobs. Some of the job titles given by respondents which were representative of these personnel include Test Control Supervisor, Precision Measurement Equipment LAB (PMEL) Supply Personnel, Aircraft Transfer Dock Scheduling, Computer Systems Manager, and Quality Assurance Evaluator.

Group Descriptions

The following paragraphs contain brief descriptions of the two clusters and eight jobs identified through the career ladder structure analysis. Appendix A lists representative tasks performed by both active duty and ANG/AFRES members with each job. Tables 3 and 4 display time spent on duties, while Tables 6 and 7 provide demographic information for each job discussed within this report.

JOBS PERFORMED BY ALL AFSC 392X0 PERSONNEL

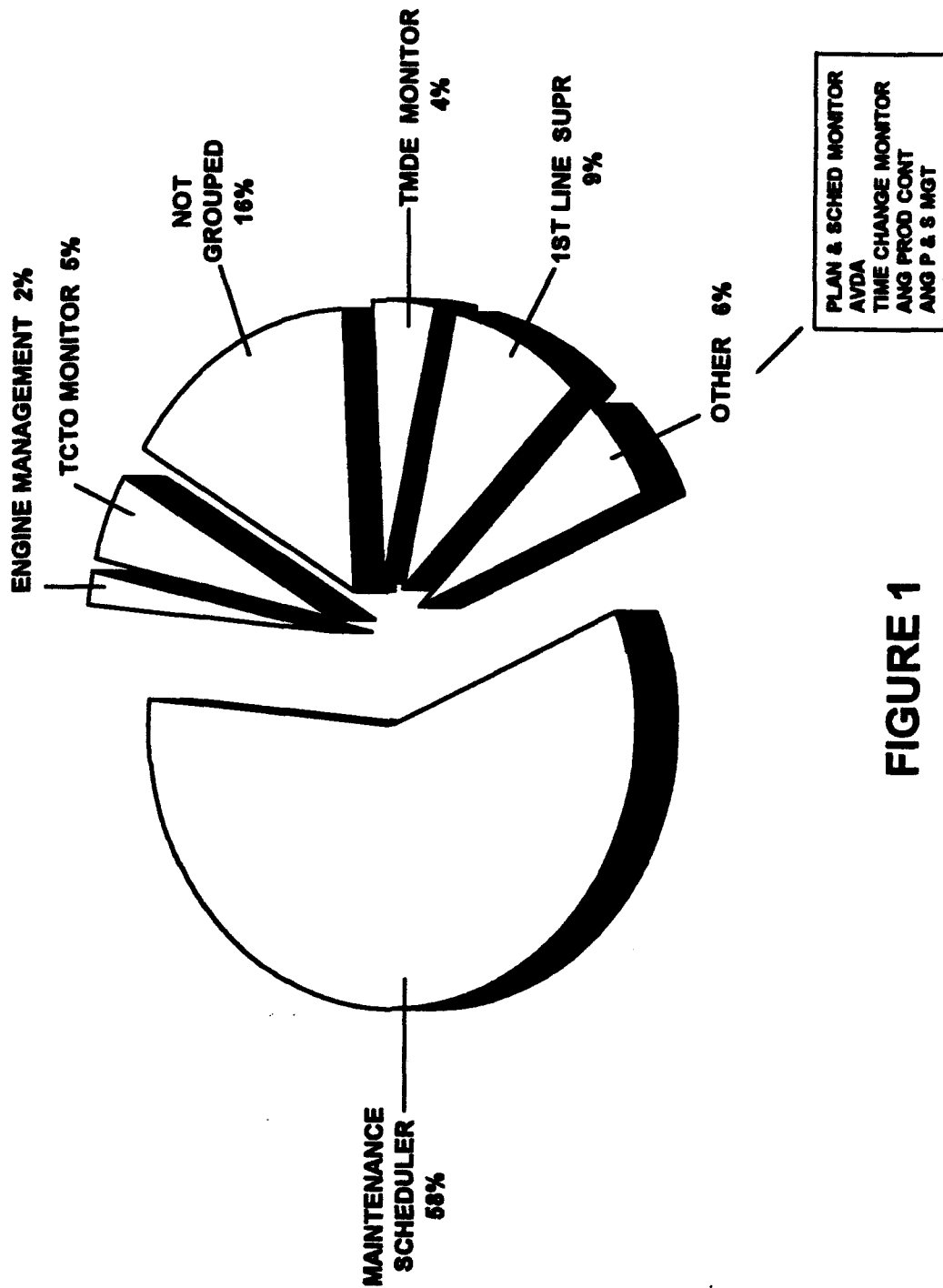


FIGURE 1

TABLE 3

AVERAGE PERCENT TIME SPENT ON DUTIES BY ACTIVE DUTY CAREER LADDER JOBS

<u>DUTIES</u>	<u>MAINTENANCE SCHEDULER CLUSTER (STG100)</u>	<u>TCTO MONITOR JOB (STG159)</u>	<u>ENGINE MANAGEMENT JOB (STG101)</u>	<u>PLANNING & SCHEDULING MONITOR JOB (STG108)</u>
A ORGANIZING AND PLANNING	3	2	*	2
B DIRECTING AND IMPLEMENTING	7	5	2	5
C INSPECTING AND EVALUATING	4	4	2	1
D TRAINING	3	3	1	1
E PREPARING, UPDATING, AND FILING FORMS, RECORDS, AND REPORTS	10	12	18	9
F PERFORMING AEROSPACE VEHICLE DATA FUNCTIONS	8	7	2	5
G PERFORMING DOCUMENTATION FUNCTIONS	31	53	26	5
H PERFORMING PLANNING AND SCHEDULING FUNCTIONS	30	11	14	72
I PERFORMING ENGINE DATA MANAGEMENT FUNCTIONS	3	2	35	*
J PERFORMING TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) FUNCTIONS	*	*	*	*

* Denotes less than 1 percent

TABLE 3 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES BY ACTIVE DUTY CAREER LADDER JOBS

DUTIES	AEROSPACE VEHICLE DATA ANALYSIS JOB (STG095)	TMDE MONITOR JOB (STG139)	TIME CHANGE MONITOR JOB (STG113)	FIRSTLINE SUPERVISOR CLUSTER (STG109)
A ORGANIZING AND PLANNING	3	3	1	13
B DIRECTING AND IMPLEMENTING	10	7	2	21
C INSPECTING AND EVALUATING	4	3	*	19
D TRAINING	1	3	1	9
E PREPARING, UPDATING, AND FILING FORMS, RECORDS, AND REPORTS	5	17	15	4
F PERFORMING AEROSPACE VEHICLE DATA FUNCTIONS	48	*	3	12
G PERFORMING DOCUMENTATION FUNCTIONS	8	16	59	10
H PERFORMING PLANNING AND SCHEDULING FUNCTIONS	21	3	16	11
I PERFORMING ENGINE DATA MANAGEMENT FUNCTIONS	*	*	2	1
J PERFORMING TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) FUNCTIONS	*	48	*	*

* Denotes less than 1 percent

TABLE 4

AVERAGE PERCENT TIME SPENT ON DUTIES BY ANG & AFRES CAREER LADDER JOBS

DUTIES	MAINTENANCE SCHEDULER CLUSTER (STG100)	TCTO MONITOR JOB (STG159)	ENGINE MANAGEMENT JOB (STG101)	PLANNING & SCHEDULING MONITOR JOB (STG108)
A ORGANIZING AND PLANNING	3	1	1	*
B DIRECTING AND IMPLEMENTING	7	4	3	3
C INSPECTING AND EVALUATING	4	3	1	*
D TRAINING	4	7	*	*
E PREPARING, UPDATING, AND FILING FORMS, RECORDS, AND REPORTS	9	13	8	4
F PERFORMING AEROSPACE VEHICLE DATA FUNCTIONS	10	5	5	*
G PERFORMING DOCUMENTATION FUNCTIONS	32	53	26	20
H PERFORMING PLANNING AND SCHEDULING FUNCTIONS	24	14	5	73
I PERFORMING ENGINE DATA MANAGEMENT FUNCTIONS	7	*	50	*
J PERFORMING TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) FUNCTIONS	*	*	*	*

* Denotes less than 1 percent

TABLE 4 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES BY ANG & AFRES CAREER LADDER JOBS

<u>DUTIES</u>	AEROSPACE VEHICLE DATA ANALYSIS JOB (STG095)	FIRSTLINE SUPERVISOR CLUSTER (STG109)	ANG & AFRES PRODUCTION CONTROLLER JOB (STG132)	ANG & AFRES PLANS & SCHEDULING MANAGER JOB (STG177)
A ORGANIZING AND PLANNING	3	12	8	12
B DIRECTING AND IMPLEMENTING	4	21	14	15
C INSPECTING AND EVALUATING	4	14	11	3
D TRAINING	*	9	15	3
E PREPARING, UPDATING, AND FILING FORMS, RECORDS, AND REPORTS	19	5	23	2
F PERFORMING AEROSPACE VEHICLE DATA FUNCTIONS	37	9	4	13
G PERFORMING DOCUMENTATION FUNCTIONS	16	9	11	14
H PERFORMING PLANNING AND SCHEDULING FUNCTIONS	17	20	14	37
I PERFORMING ENGINE DATA MANAGEMENT FUNCTIONS	*	1	*	*
J PERFORMING TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) FUNCTIONS	*	*	*	*

* Denotes less than 1 percent

TABLE 5

AVERAGE PERCENT MEMBERS PERFORMING TASK MODULES BY CAREER LADDER JOBS

TASK MODULE	MAINTENANCE SCHEDULER CLUSTER (STG100)	TCTO MONITOR JOB (STG159)	ENGINE MANAGEMENT JOB (STG101)	PLANNING & SCHEDULING MONITOR JOB (STG108)	AEROSPACE VEHICLE DATA ANALYSIS JOB (STG095)
0001 CAMS REVIEW AND INITIATION	78	33	35	4	23
0002 TCTO COORDINATION AND ACTION	68	91	15	9	2
0003 ADMINISTRATIVE FILING	57	42	18	7	39
0004 UPDATE SYSTEM RECORDS	50	12	11	7	11
0005 PRE-PLAN MAINTENANCE MEETINGS AND FLYING SCHEDULES	62	8	5	35	13
0006 MAINTENANCE SUPPORT PLANNING	43	1	1	10	6
0007 PREPARE TIME CHANGE & TURN-IN REQUESTS	42	24	8	-	6
0008 JOB & RECORD DOCUMENTATION	37	17	7	2	6
0009 COORDINATE BRIEFINGS	45	10	3	8	24
0010 AIRCRAFT OR EQUIPMENT STATUS REPORTS	34	15	2	5	81
0011 VERIFY & CORRECT RECORDS	29	4	5	3	28
0013 MAINTAIN APU & ACMS	27	15	4	-	-
0015 WORK CENTER MANAGEMENT	41	21	7	4	13
0016 OFFICE MANAGEMENT	25	6	-	3	6
0017 SECOND-LEVEL SUPERVISION	19	6	1	2	8
0026 ENGINE REPORTING	19	3	51	-	-
0028 MUNITIONS MANAGEMENT	17	-	-	5	11
0036 PREPARE PROCESSING FORMS	21	13	16	-	-
0037 TMDE SCHEDULING	-	1	-	-	-

- Indicates less than 1 percent

TABLE 5 (CONTINUED)

AVERAGE PERCENT MEMBERS PERFORMING TASK MODULES BY CAREER LADDER JOBS

DUTIES	TMDE MONITOR JOB (STG139)	TIME CHANGE MONITOR JOB (STG113)	FIRSTLINE SUPERVISOR CLUSTER (STG109)	ANG & AFRES PRODUCTION CONTROLLER JOB (STG132)	ANG & AFRES PLANS & SCHEDULING MANAGER JOB (STG177)
0001 CAMS REVIEW AND INITIATION	10	64	27	34	24
0002 TCTO COORDINATION AND ACTION	11	21	23	17	8
0003 ADMINISTRATIVE FILING	24	21	33	28	13
0004 UPDATE SYSTEM RECORDS	3	16	17	30	19
0005 PRE-PLAN MAINTENANCE MEETINGS AND FLYING SCHEDULES	4	7	27	53	26
0006 MAINTENANCE SUPPORT PLANNING	4	-	22	50	19
0007 PREPARE TIME CHANGE & TURN-IN REQUESTS	23	66	15	17	3
0008 JOB & RECORD DOCUMENTATION	20	9	19	16	11
0009 COORDINATE BRIEFINGS	1	3	47	27	9
0010 AIRCRAFT OR EQUIPMENT STATUS REPORTS	-	4	46	58	30
0011 VERIFY & CORRECT RECORDS	-	-	26	44	31
0013 MAINTAIN APU & ACMS	-	19	6	13	13
0015 WORK CENTER MANAGEMENT	17	6	70	64	33
0016 OFFICE MANAGEMENT	4	-	56	56	19
0017 SECOND-LEVEL SUPERVISION	5	-	68	42	8
0026 ENGINE REPORTING	-	2	4	-	-
0028 MUNITIONS MANAGEMENT	-	-	8	33	25
0036 PREPARE PROCESSING FORMS	56	2	9	10	-
0037 TMDE SCHEDULING	89	-	2	-	-

- Indicates less than 1 percent

TABLE 6

SELECTED BACKGROUND DATA FOR ACTIVE DUTY 392X0 CAREER LADDER JOBS

	MAINTENANCE SCHEDULER CLUSTER (STG100)	TCTO MONITOR JOB (STG159)	ENGINE MANAGEMENT JOB (STG101)	PLANNING & SCHEDULING MONITOR JOB (STG108)
NUMBER IN GROUP	519	64	14	7
PERCENT OF SAMPLE	40%	5%	1%	1%
DAFSC DISTRIBUTION				
39230	5%	11%	14%	43%
39250	59%	70%	57%	43%
39270	36%	19%	29%	14%
39290	0%	0%	0%	0%
PAYGRADE DISTRIBUTION				
E-1 to E-3	10%	8%	21%	43%
E-4	33%	39%	43%	43%
E-5	34%	47%	36%	14%
E-6	16%	6%	0%	0%
E-7	7%	0%	0%	0%
E-8	0%	0%	0%	0%
E-9	0%	0%	0%	0%
AVERAGE NUMBER OF TASKS PERFORMED	65	31	22	13
AVERAGE MONTHS TAFMS	113	102	84	60
PERCENT IN FIRST ENLISTMENT	17%	13%	28%	72%
PERCENT SUPERVISING	48%	33%	21%	14%

TABLE 6 (CONTINUED)

SELECTED BACKGROUND DATA FOR ACTIVE DUTY 392X0 CAREER LADDER JOBS

	AEROSPACE VEHICLE DATA ANALYSIS JOB (STG095)	TMDE MONITOR JOB (STG139)	TIME CHANGE MONITOR JOB (STG113)	FIRSTLINE SUPERVISOR CLUSTER (STG109)
NUMBER IN GROUP	16	45	15	88
PERCENT OF SAMPLE	1%	4%	1%	7%
DAFSC DISTRIBUTION				
39230	6%	7%	7%	0%
39250	38%	76%	73%	9%
39270	50%	18%	20%	60%
39290	6%	0%	0%	31%
PAYGRADE DISTRIBUTION				
E-1 to E-3	13%	11%	34%	0%
E-4	25%	36%	27%	0%
E-5	6%	44%	33%	14%
E-6	25%	7%	7%	20%
E-7	25%	2%	0%	44%
E-8	0%	0%	0%	16%
E-9	6%	0%	0%	6%
AVERAGE NUMBER OF TASKS PERFORMED				
AVERAGE MONTHS TAFMS	24	24	19	64
PERCENT IN FIRST ENLISTMENT	145	110	76	213
PERCENT SUPERVISING	13%	9%	33%	0%
	25%	27%	13%	97%

TABLE 7

SELECTED BACKGROUND DATA FOR ANG & AFRES 392X0 CAREER LADDER JOBS

	MAINTENANCE SCHEDULER CLUSTER (STG100)	TC TO MONITOR JOB (STG159)	ENGINE MANAGEMENT JOB (STG101)	PLANNING & SCHEDULING MONITOR JOB (STG108)
NUMBER IN GROUP	229	3	12	3
PERCENT OF SAMPLE	18%	>1%	1%	>1%
<hr/>				
DAFSC DISTRIBUTION				
39230	2%	0%	8%	0%
39250	23%	0%	33%	33%
39270	69%	100%	58%	67%
39290	6%	0%	0%	0%
<hr/>				
PAYGRADE DISTRIBUTION				
E-1 to E-3	1%	0%	0%	0%
E-4	5%	0%	8%	0%
E-5	17%	0%	33%	67%
E-6	35%	33%	58%	33%
E-7	35%	37%	0%	0%
E-8	5%	0%	0%	0%
E-9	1%	0%	0%	0%

TABLE 7 (CONTINUED)

SELECTED BACKGROUND DATA FOR ANG & AFRES 392X0 CAREER LADDER JOBS

	MAINTENANCE SCHEDULER CLUSTER (STG100)	TCTO MONITOR JOB (STG159)	ENGINE MANAGEMENT JOB (STG101)	PLANNING & SCHEDULING MONITOR JOB (STG108)
AVERAGE NUMBER OF TASKS PERFORMED	90	29	17	12
AVERAGE MONTHS TAFMS	152	157	125	71
PERCENT IN FIRST ENLISTMENT	20%	33%	17%	33%
PERCENT SUPERVISING	41%	33%	0%	0%

TABLE 7 (CONTINUED)

SELECTED BACKGROUND DATA FOR ANG & AFRES 392X0 CAREER LADDER JOBS

	AEROSPACE VEHICLE DATA ANALYSIS JOB (STG095)	FIRSTLINE SUPERVISOR CLUSTER (STG109)	ANG & AFRES PRODUCTION CONTROLLER JOB (STG132)	ANG & AFRES PLANS & SCHEDULING MANAGER JOB (STG177)
NUMBER IN GROUP	2	27	16	16
PERCENT OF SAMPLE	>1%	2%	1%	1%
DAFSC DISTRIBUTION				
39230	0%	0%	6%	0%
39250	50%	0%	25%	19%
39270	50%	37%	69%	63%
39290	0%	63%	0%	19%
PAYGRADE DISTRIBUTION				
E-1 to E-3	0%	0%	0%	6%
E-4	0%	0%	13%	6%
E-5	50%	4%	25%	13%
E-6	50%	0%	44%	25%
E-7	0%	33%	19%	38%
E-8	0%	52%	0%	13%
E-9	0%	11%	0%	0%

TABLE 7 (CONTINUED)

SELECTED BACKGROUND DATA FOR ANG & AFRES 392X0 CAREER LADDER JOBS

	AEROSPACE VEHICLE DATA ANALYSIS JOB (STG095)	FIRSTLINE SUPERVISOR CLUSTER (STG109)	ANG & AFRES PRODUCTION CONTROLLER JOB (STG132)	ANG & AFRES PLANS & SCHEDULING MANAGER JOB (STG177)
AVERAGE NUMBER OF TASKS PERFORMED	25	82	54	29
AVERAGE MONTHS TAFMS	181	244	153	178
PERCENT IN FIRST ENLISTMENT	0%	4%	12%	12%
PERCENT SUPERVISING	0%	100%	31%	37%

Another way to illustrate these jobs is to summarize tasks performed into groups of tasks (task modules). This allows for a very concise display of where job incumbents spend most of their time and thus develops a comprehensive overview of each job. The display shows the number of tasks included in a module, the average percent time spent on that module, a cumulative amount of time spent on the listed modules, and finally, an average percent members performing the particular task module. These modules were identified through CODAP co-performance clustering, which presents the average probability that if you perform one task, you also perform a second task or group of related tasks. Representative task modules are listed as a part of the job description, and the most common modules performed among career ladder jobs are listed in Table 5. The list of modules with respective tasks is presented in Appendix B.

I. MAINTENANCE SCHEDULER CLUSTER (STG100, N=753). This is the core job of the career ladder, performed by more than half of the respondents. Active duty incumbents in the Maintenance Scheduler cluster perform an average of 65 tasks, which deal with performing routine tasks of monitoring TCTOs, maintaining CAMS products, and preparing for and conducting inspections. They spend more than half of their job time on two clearly maintenance scheduling-related duties: performing documentation functions and planning and scheduling the maintenance of assigned equipment. ANG & AFRES incumbents in this cluster perform an average of 90 tasks, many of which are the same tasks performed by their active duty counterparts. The difference in the number of tasks between the two groups is due to the fact that the ANG & AFRES are less specialized in this cluster than are the active duty members. ANG & AFRES members also spend more than half of their job time on the same two duties of performing documentation functions and planning and scheduling the maintenance of assigned equipment. Representative tasks performed by members with these jobs include:

- open or close remote devices
- maintain CAMS products
- schedule accomplishment of TCTOs
- forecast inspection or time change requirements
- coordinate TCTOs with other workcenters
- conduct automated records reviews
- review core automated maintenance system (CAMS) data
- validate inspection or time change requirements in system records
- maintain records of recurring inspection times or dates
- load initial inspection or time change requirements into
system records
- coordinate TCTOs with plans and scheduling or supply agencies
- prepare inspection packages
- determine TCTO status for assigned equipment

As this is the core job, personnel from tech school graduate through moderately experienced technicians are included. Data show the job is performed mostly by personnel in paygrades E-4 through E-7 holding the 5- and 7-skill level and averaging slightly more than 9 years' time in service. The ANG & AFRES personnel are somewhat more senior, averaging almost 13 years' time in service.

This cluster contains five job variations which are distinguished from each other due to the assigned equipment, the duty area, and the tasks which are performed. The first job variation, Flying Scheduler job, is highly involved with the use of CAMS maintenance and preplanning maintenance meetings and flying schedules. The next job variation, TCTO Coordinators, is similar to the previous; however, it is much more involved with TCTO coordination and administration filing. AGE and munitions functions are the primary factors which distinguish the third variation within the cluster. This job includes similar tasks of the previous two job variations, but is set apart by tasks specific to AGE and munitions systems. The fourth job variation is the Aircraft Maintenance Scheduling job which involves the preplanning of maintenance meetings and flying schedules. The final variation, Engine Maintenance job, predominately deals with engine reporting and TCTO coordination and action. The common thread that links these five job variations together is the emphasis on the use of CAMS in each variation. While the jobs vary according to the systems maintained, the extensive use of CAMS equally by all jobs is obvious.

Representative modules for this cluster include:

TM	MODULE TITLE	NO OF TASKS	PERCENT SUM	TIME SPENT CUMULATIVE	AVG PERCENT MEMBERS PERF
0001	CAMS REVIEW AND INITIATION	12	17	17	78
0002	TCTO COORDINATION AND ACTION	10	10	27	68
0005	PREPLAN MAINTENANCE MEETINGS AND FLYING SCHEDULES	22	22	49	62
0003	ADMINISTRATIVE FILING	3	2	51	57
0004	UPDATE SYSTEM RECORDS	7	5	56	50
0009	COORDINATE BRIEFINGS	4	3	59	45
0006	MAINTENANCE SUPPORT PLANNING	4	2	61	43
0015	WORKCENTER MANAGEMENT	20	10	71	41
0007	PREPARE TIME CHANGE & TURN-IN REQUESTS	2	1	72	42
0008	JOB AND RECORD DOCUMENTATION	11	5	77	37

This table clearly shows the emphasis of the use of CAMS in this cluster, along with the distinct job variations contained within the cluster. The mixture of both technical and supervisory tasks supports the broad based personnel structure of the core job.

II. TCTO MONITOR JOB (STG159, N=67). Members with this job are responsible for the coordination, planning, and status of Time Compliance Technical Orders (TCTOs). Incumbents perform an average of 31 tasks which include coordinating TCTOs with other agencies, such as supply or planning and scheduling, loading TCTOs into system records, and maintaining CAMS products. In addition, members with the job spend 13 percent of their time preparing, updating, and filing forms, records, and reports. This job is distinguished from that of the Maintenance Scheduler cluster by the amount of time spent on TCTO specific tasks. There were only three ANG & AFRES respondents grouped into this active duty-dominated job. The following are typical tasks members with the job perform:

- coordinate TCTOs with plans and scheduling or supply agencies
- coordinate TCTOs with other workcenters
- load TCTO requirements into system records
- determine TCTO status for assigned equipment
- review or monitor status of TCTO programs
- coordinate on items requiring modification or action under TCTOs
- complete AF Forms 2001 (Notification of TCTO Kit Requirements)
- participate in monthly TCTO kit reconciliation meetings
- make entries on AF Forms 2410 (Inspection/TCTO Planning Checksheet)
- maintain CAMS products
- schedule accomplishment of TCTOs

Respondents holding this job are moderately experienced, averaging 9 years' time in service. Seventy percent hold the 7-skill level. Eighty-six percent are in paygrades E-4 and E-5, and only 13 percent are in their first enlistment.

Some representative modules include the following:

<u>TM</u>	<u>MODULE TITLE</u>	<u>NO OF TASKS</u>	<u>PERCENT SUM</u>	<u>TIME SPENT CUMULATIVE</u>	<u>AVG PERCENT MEMBERS PERF</u>
0002	TCTO COORDINATION AND ACTION	10	44	44	91
0001	CAMS REVIEW AND INITIATION	12	14	58	33
0003	ADMINISTRATIVE FILING	3	4	62	42
0013	MAINTAIN APU & ACMS	2	1	63	15
0007	PREPARE TIME CHANGE & TURN-IN REQUESTS	2	1	64	24
0015	WORKCENTER MANAGEMENT	20	9	73	21
0008	JOB AND RECORD DOCUMENTATION	11	4	77	17
0036	PREPARE PROCESSING FORMS	4	2	79	13
0010	AIRCRAFT OR EQUIPMENT STATUS REPORTS	8	3	82	15
0018	EVALUATE DOCUMENTS	4	1	83	12

The table clearly shows the emphasis of this group on TCTO coordination and action. In addition, incumbents also perform tasks related to CAMS and administrative filing. This job represented the highest average percent members performing TCTO tasks (91 percent) in the study.

III. ENGINE MANAGEMENT JOB (STG101, N=26). This job constitutes 2 percent of the total sample. Incumbents with this job spend most of their time performing tasks dealing directly with engine data management functions. This includes maintaining historical data on engines, CAMS systems, and assigned equipment. In addition, incumbents also report performing tasks directly related to the documentation and shipment of engines and their associated components. This is a narrowly focused job as incumbents perform an average of 22 tasks for active duty and only 17 tasks for ANG & AFRES respondents. What distinguishes this job from the Maintenance Scheduler cluster are the tasks dealing specifically with engine data. The following are typical tasks members with the job perform:

- verify or update engine accumulated hour and event data
- maintain comprehensive engine management system (CEMS) data
- maintain AFTO Forms 95 (Significant Historical Data)
- update engine status in system records
- process engine or module initialization data
- forecast major engine time changes
- prepare engines or associated equipment for shipment
- maintain CAMS products
- prepare engine shipping documents
- conduct automated records reviews

Respondents holding this job are mid-career personnel, averaging 7 years (active duty) and 10 years (ANG & AFRES) time in service. For the active duty personnel in this job, 79 percent are in paygrades E-4 and E-5, while 91 percent of ANG & AFRES personnel reported being in paygrades E-5 and E-6. Twenty-nine percent of the active duty respondents hold the 7-skill level, while 57 percent hold the 5-skill level. Fifty-eight percent of the ANG & AFRES personnel report holding the 7-skill level, with 33 percent at the 5-skill level.

Representative modules for the Engine Management job include:

<u>TM</u>	<u>MODULE TITLE</u>	<u>NO OF TASKS</u>	<u>PERCENT SUM</u>	<u>TIME SPENT CUMULATIVE</u>	<u>AVG PERCENT MEMBERS PERF</u>
0026	ENGINE REPORTING	14	45	45	51
0001	CAMS REVIEW AND INITIATION	12	22	67	35
0003	ADMINISTRATIVE FILING	3	2	69	18
0004	UPDATE SYSTEM RECORDS	7	5	74	11
0036	PREPARE PROCESSING FORMS	4	3	77	16
0002	TCTO COORDINATION AND ACTION	10	5	82	15
0007	PREPARE TIME CHANGE & TURN-IN REQUESTS	2	1	83	8
0008	JOB AND RECORD DOCUMENTATION	11	3	86	7
0019	ESTABLISH FILES AND CHARTS	2	1	87	2
0005	PREPLAN MAINTENANCE MEETINGS AND FLYING SCHEDULES	22	5	92	5
0015	WORKCENTER MANAGEMENT	20	4	96	7

Respondents within this job report they spend 67 percent of their job time performing tasks related to engine reporting and CAMS tasks. In addition to their primary duties, members of this job also spend time performing the necessary administrative tasks related to the job.

IV. PLANNING AND SCHEDULING MONITOR JOB (STG108, N=10). Members in this job represent 1 percent of the survey sample and are responsible for the planning and scheduling of maintenance on various assigned systems. These systems may range from aircraft engines to munitions. They spend 73 percent of their duty time performing planning and scheduling functions, which include such things as developing schedules and maintenance plans, adjusting and assigning priorities for both planned and preplanned maintenance, and updating long range plans and schedules. This is an extremely narrow job as members perform an average of only 13 tasks. Representative tasks for this job include:

- distribute maintenance plans or schedules
- develop operational schedules, such as flying schedules
- preplan daily maintenance
- conduct or attend daily maintenance planning meetings
- assign or adjust priorities for planned or preplanned maintenance
- coordinate maintenance requirements with operations
- schedule accomplishment of TCTOs
- schedule or coordinate loading of munitions
- maintain or update long range plans
- maintain CAMS products

Active duty respondents holding this job are junior personnel, averaging 5 years' time in service. Seven are in their first enlistment, and the predominant paygrades are E-1 through E-4. Only one member holds the 7-skill level, while four hold either the 3- or 5-skill level. Of the three ANG & AFRES personnel, two report holding the 7-skill level, and one holds the 5-skill level.

The following are representative task modules members perform:

<u>TM</u>	<u>MODULE TITLE</u>	<u>NO OF TASKS</u>	<u>PERCENT SUM</u>	<u>TIME SPENT CUMULATIVE</u>	<u>AVG PERCENT MEMBERS PERF</u>
0005	PREPLAN MAINTENANCE MEETINGS	22	71	71	35
0004	UPDATE SYSTEM RECORDS	7	5	76	7
0006	MAINTENANCE SUPPORT PLANNING	4	2	78	10
0028	MUNITIONS MANAGEMENT	2	1	79	5
0002	TCTO COORDINATION AND ACTION AND FLYING SCHEDULES	10	4	83	9
0009	COORDINATE BRIEFINGS	4	2	85	8
0003	ADMINISTRATIVE FILING	3	1	86	7
0001	CAMS REVIEW AND INITIATION	12	4	90	4
0015	WORKCENTER MANAGEMENT	20	5	95	4

The modules listed clearly illustrate the emphasis of this job, is on planning maintenance and updating files and records, in terms of time actually spent on tasks.

V. AEROSPACE VEHICLE DATA ANALYSIS (AVDA) JOB (STG095, N=18). This job constitutes 1 percent of the total sample. Active duty incumbents perform an average of 24 tasks, with ANG & AFRES performing an average of 25 tasks. This indicates that this job is also somewhat limited in focus. Respondents spend the majority of their duty time performing aerospace vehicle data functions, which include preparing or maintaining reports on aerospace vehicle equipment status, inventories, and utilization. In addition to this, incumbents perform tasks, such as filing correspondence, distributing maintenance plans and schedules, maintaining CAMS products, and forecasting depot inputs. The following are typical tasks the members of this job perform:

- review aerospace vehicle equipment utilization reports for accuracy
- review aerospace vehicle equipment status data
- prepare or maintain reports on aerospace vehicle equipment status
- prepare or maintain reports on aerospace vehicle inventories
- prepare or maintain reports on aerospace vehicle utilization
- review core automated maintenance system (CAMS) data

file correspondence
 distribute maintenance plans or schedules
 maintain CAMS products
 forecast depot inputs

Active duty AVDA personnel average 12 years' time in service, nine hold the 7-skill level, seven hold the 5-skill level, and half are in paygrades E-6 and E-7. The two ANG & AFRES respondents average 15 years' time in service, with one in each of the 5- and 7-skill levels.

Some representative modules include:

TM	MODULE TITLE	NO OF TASKS	PERCENT SUM	TIME SPENT CUMULATIVE	AVG PERCENT MEMBERS PERF
0010	AIRCRAFT OR EQUIPMENT STATUS REPORTS	8	37	37	81
0003	ADMINISTRATIVE FILING	3	4	41	39
0011	VERIFY & CORRECT RECORDS	3	3	44	28
0001	CAMS REVIEW AND INITIATION	12	12	56	23
0009	COORDINATE BRIEFINGS	4	4	60	24
0024	IDENTIFICATION REPORTING	2	2	62	22
0014	CONTRACT MAINTENANCE & DEPOT LIAISON	2	1	63	22
0005	PREPLAN MAINTENANCE MEETINGS	22	11	74	13
0015	WORKCENTER MANAGEMENT	20	10	84	13
0004	UPDATE SYSTEM RECORDS	7	3	87	11

As can be noted in the table, 14 of the members perform Task Module 10 which consists of tasks pertaining to reviewing and preparing reports and data on aerospace vehicle utilization and equipment status.

VI. TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) MONITOR JOB (STG139, N=45). This job is performed by 4 percent of the sample who spend 48 percent of their duty time performing TMDE functions, 17 percent preparing, updating, and filing forms, records, and reports, and 16 percent performing documentation functions. Incumbents of this limited job perform an average of 24 tasks (see Table 6). Their responsibilities include receiving TMDE equipment, scheduling calibration and maintenance of TMDE, preparing TMDE for shipment, and distributing and reviewing PMEL Automated Management System (PAMS) reports. This is the only job identified in the survey which is performed by only active duty personnel. It is also the only job which involves performing a majority of tasks related to TMDE. Members with this job are distinguished by the time they spend on the following tasks:

- receive TMDE equipment
- schedule calibration or maintenance of TMDE
- prepare TMDE for shipment
- review PAMS reports
- distribute PMEL Automated Management System (PAMS) reports
- verify incoming TMDE against PAMS
- load or update PAMS system records
- maintain lists of owning workcenters
- review or maintain master ID lists
- file correspondence
- input or update current inventory data on assigned equipment

This job is performed by moderately experienced personnel. Most are in paygrades E-4 and E-5, 18 percent hold the 7-skill level, and 76 percent hold the 5-skill level. Respondents average slightly more than 9 years' time in service.

Representative modules for the TMDE Monitor job include:

TM	MODULE TITLE	NO OF TASKS	PERCENT SUM	TIME SPENT CUMULATIVE	AVG PERCENT MEMBERS PERF
0037	TMDE SCHEDULING	9	47	47	89
0036	PREPARE PROCESSING FORMS	4	11	58	56
0007	PREPARE TIME CHANGE & TURN-IN REQUESTS	2	2	60	23
0008	JOB AND RECORD DOCUMENTATION	11	9	69	20
0003	ADMINISTRATIVE FILING	3	2	71	24
0034	TRAINING MANAGEMENT	3	1	72	14
0015	WORKCENTER MANAGEMENT	20	9	81	17
0001	CAMS REVIEW AND INITIATION	12	5	86	10
0002	TCTO COORDINATION AND ACTION	10	2	88	11
0025	WORKCENTER SUPPLY MONITORING	4	1	89	5

The specialization in TMDE becomes apparent when referencing the module table. Eighty-nine percent of the members spend almost half of their time in task modules related to TMDE.

VII. TIME CHANGE MONITOR JOB (STG113, N=16). This job is performed by 1 percent of the survey sample. Incumbents perform an average of 19 tasks in this rather narrowly focused job. They report spending 59 percent of their duty time performing documentation functions, 16 percent planning and scheduling, and 15 percent of their time on administrative functions. Members in this job load and validate time change requirements in system

records, maintain CAMS products, file correspondence, conduct manual or automated records reviews, and prepare, complete, and maintain appropriate forms and documentation. Typical tasks performed by members with the job include:

- load initial inspection or time change requirements into system records
- validate inspection or time change requirements in system records
- initiate time change actions
- maintain AFTO Forms 95 (Significant Historical Data)
- prepare AFTO Forms 223 (Time Change Requirements Forecast)
- complete AF Forms 2005 (Issue/Turn-In Request)
- maintain CAMS products
- file correspondence
- conduct manual records reviews
- conduct automated records reviews

These personnel are relatively new to the job for this career ladder, averaging little more than 6 years' time in service. Thirty-three percent are in their first enlistment, and 10 members are in paygrades E-1 through E-4. Three hold a 7-skill level, while 12 hold the 5-skill level. This group consists primarily of active duty respondents, with only one ANG incumbent.

Representative modules include:

<u>TM</u>	<u>MODULE TITLE</u>	<u>NO OF TASKS</u>	<u>PERCENT SUM</u>	<u>TIME SPENT CUMULATIVE</u>	<u>AVG PERCENT MEMBERS PERF</u>
0001	CAMS REVIEW AND INITIATION	12	53	53	64
G007	PREPARE TIME CHANGE & TURN-IN REQUESTS	2	7	60	66
0003	ADMINISTRATIVE FILING	3	3	63	21
0013	MAINTAIN APU & ACMS	2	2	65	19
0004	UPDATE SYSTEM RECORDS	7	5	70	16
0002	TCTO COORDINATION AND ACTION	10	7	77	21
0012	SHIPPING PROCEDURES	5	3	80	13
0008	JOB AND RECORD DOCUMENTATION	11	5	85	9
0005	PREPLAN MAINTENANCE MEETINGS AND FLYING SCHEDULES	22	8	93	7
0015	WORKCENTER MANAGEMENT	20	4	97	6

In addition to the emphasis placed on CAMS in this table, over 60 percent of the members perform tasks related to time change and turn-in requests.

VIII. FIRSTLINE SUPERVISOR CLUSTER (STG109, N=117). Airmen in this job represent 9 percent of the total sample. They spend half of their job time in supervisory and training functions, which is a greater proportion than members of any other job in the career ladder. Active duty incumbents perform an average of 64 tasks, while ANG & AFRES members report 82 tasks in this very broad job. Members with this job are responsible for the supervision of workcenter personnel. Included in this responsibility are writing EPRs, scheduling leaves and passes, establishing personnel standards, and counseling subordinates. In addition to these managerial duties, incumbents also perform such technical tasks as reviewing CAMS, opening or closing remote devices, and monitoring automated delayed discrepancy files. Members with this job are distinguished by the time they spend performing the following tasks:

- prepare EPRs
- counsel subordinates on personal or military matters
- advise management on equipment maintenance or utilization
- conduct performance feedback worksheet (PFW) sessions
- prepare recommendations for awards or decorations
- schedule leaves or passes
- establish work priorities
- open or close remote devices
- review core automated maintenance system (CAMS) data
- monitor automated delayed discrepancy files

Respondents performing this job are the most experienced group within the study, with active duty incumbents averaging 18 years and ANG & AFRES averaging 20 years' time in service. There were no active duty incumbents, and only one ANG incumbent, in their first enlistment, and the predominate paygrades are E-7 and E-8. The majority of active duty (60 percent) hold the 7-skill level, while the majority of the ANG & AFRES (63 percent) hold the 9-skill level.

There were four job variations represented within this cluster. In the first variation, NCOICs of Wing Scheduling, members are responsible for the status, inventory documents, equipment utilization, and reports on aerospace vehicles. In addition, these members are responsible for workcenter management and second-level supervision. The next variation, Production Controllers, spends the majority of duty time in workcenter management and maintenance support planning. In addition, they are also responsible for preplanning maintenance meetings and flying schedules. Maintenance Supervisors, the third variation, are primarily performing tasks related to second-level supervision and workcenter management. In addition, they are responsible for conducting staff meetings and establishing standards for workspace, equipment, and supplies. The fourth variation, NCOICs of Plans and Scheduling, spends a vast majority of time working as second-level managers. Tasks which distinguish this group include supervising 7-skill level maintenance scheduling technicians, evaluating work schedules, and preparing recommendations for awards or decorations.

Some representative modules for the Firstline Supervisor cluster include:

<u>TM</u>	<u>MODULE TITLE</u>	<u>NO OF TASKS</u>	<u>PERCENT SUM</u>	<u>TIME SPENT CUMULATIVE</u>	<u>AVG PERCENT MEMBERS PERF</u>
0015	WORKCENTER MANAGEMENT	20	25	25	70
0017	SECOND LEVEL SUPERVISION	17	18	43	8
0016	OFFICE MANAGEMENT	3	2	45	56
0010	AIRCRAFT OR EQUIPMENT STATUS REPORTS	8	6	51	46
0009	COORDINATE BRIEFINGS	4	3	54	47
0018	EVALUATE DOCUMENTS	4	2	56	42
0020	DISASTER PREPAREDNESS	4	2	58	36
0003	ADMINISTRATIVE FILING	3	1	59	33
0023	STAFF ASSISTANCE	2	1	60	33
0001	CAMS REVIEW AND INITIATION	12	5	65	27

The module table shows the modules which link together each of the variations within this cluster. The managerial and supervisory modules display the seniority of the group, while the other modules listed support the variations within the cluster.

IX. ANG & AFRES PRODUCTION CONTROLLER JOB (STG132, N=18). This job is performed by 1 percent of all survey respondents. All incumbents who grouped within this job were either ANG or AFRES personnel. Respondents reported performing an average of 54 tasks in this moderately broad job. The focus of this job is on such administrative duties as preparing, updating, and filing forms, records, and reports. In addition, incumbents report spending 15 percent of their duty time in training duties and 14 percent performing planning and scheduling functions. The duty time for incumbents of this job is spread somewhat evenly among the duty areas which indicates that members perform a mix of both technical and supervisory tasks. These tasks include establishing work priorities, filing correspondence, preparing or packing equipment for shipment, storage, or exchange, conducting OJT, and updating files. Examples of Production Controller tasks performed by members with this job include:

- establish work priorities
- complete AF Forms 2005 (Issue/Turn-In Request)
- file correspondence
- make entries on AFTO Forms 350 (Reparable Item Processing Tag)
- analyze workload requirements
- prepare requisitions for supplies or equipment
- prepare or pack equipment for shipment, storage, or exchange
- advise management on equipment maintenance or utilization
- conduct OJT
- update TO files

Respondents holding this job are relatively experienced, averaging more than 12 years' time in service. Only two members are in their first enlistment, and the predominant paygrades (88 percent of the members) are E-5 through E-7. The majority (69 percent) hold the 7-skill level.

Some representative modules include:

TM	MODULE TITLE	NO OF TASKS	PERCENT SUM	TIME SPENT CUMULATIVE	AVG PERCENT MEMBERS PERF
0015	WORKCENTER MANAGEMENT	20	21	21	64
0006	MAINTENANCE SUPPORT PLANNING	4	4	25	50
0005	PREPLAN MAINTENANCE MEETINGS AND FLYING SCHEDULES	22	21	46	53
0016	OFFICE MANAGEMENT	3	3	49	56
0010	AIRCRAFT OR EQUIPMENT STATUS REPORTS	8	8	57	58
0011	VERIFY & CORRECT RECORDS	3	2	59	44
0020	DISASTER PREPAREDNESS	4	3	62	50
0001	CAMS REVIEW AND INITIATION	12	8	70	34
0028	MUNITIONS MANAGEMENT	2	1	71	33
0003	ADMINISTRATIVE FILING	3	2	73	28

As can be noted, this job involves not only managerial duties required to smoothly operate a workcenter, but also includes the technical aspects of planning and scheduling maintenance.

X. ANG & AFRES PLANS AND SCHEDULING MANAGER JOB (STG177, N=16).
This ANG & AFRES job is similar to the previous job in that the incumbents report spending time in both supervisory and technical duties. While 37 percent of the incumbents' duty time is spent performing planning and scheduling functions, 33 percent is spent performing supervisory and training tasks. Members with this job plan and schedule work assignments, maintain CAMS products, open or close remote devices, and establish work priorities. Incumbents of this rather narrow job perform an average of 29 tasks. Representative tasks performed by members of this job include:

- establish work priorities
- adjust or coordinate schedules to meet emergency or priority
- maintenance or operational flying requirements
- plan or schedule work assignments
- direct development or maintenance of status boards, graphs, or charts
- maintain CAMS products

assign or adjust priorities for planned or preplanned maintenance
 open or close remote devices
 post scheduling information onto visual media, such as boards or charts
 advise management on equipment maintenance or utilization
 review core automated maintenance system (CAMS) data

Respondents holding this job are senior personnel averaging 15 years' time in service. The predominant paygrades are E-5 through E-7, and only two are in their first enlistment. The majority hold the 7-skill level.

Representative modules for this job include:

<u>TM</u>	<u>MODULE TITLE</u>	<u>NO OF TASKS</u>	<u>PERCENT SUM</u>	<u>TIME SPENT CUMULATIVE</u>	<u>AVG PERCENT MEMBERS PERF</u>
0015	WORKCENTER MANAGEMENT	20	24	24	33
0011	VERIFY & CORRECT RECORDS	3	4	28	31
0005	PREPLAN MAINTENANCE MEETINGS AND FLYING SCHEDULES	22	24	52	26
0010	AIRCRAFT OR EQUIPMENT STATUS REPORTS	8	8	60	30
0028	MUNITIONS MANAGEMENT	2	2	62	25
0001	CAMS REVIEW AND INITIATION	12	11	73	24
0006	MAINTENANCE SUPPORT PLANNING	4	3	76	19
0004	UPDATE SYSTEM RECORDS	7	4	80	19
0016	OFFICE MANAGEMENT	3	2	82	19
0013	MAINTAIN APU & ACMS	2	1	83	13

This ANG & AFRES job contains an even mix of duties ranging from managing the workcenter to planning maintenance meetings and munitions management. This variation in duties can be expected from the less specialized ANG & AFRES personnel.

Comparison Of Current Group Descriptions To Previous Study

The results of the specialty job analysis were compared to the previous OSR, dated June 1987. Table 8 lists the major jobs identified in the 1993 report and their equivalent jobs from the 1987 OSR. A review of the jobs performed by the current sample indicates that 6 of the 10 1992 jobs were matched to similar jobs identified in the 1987 report. The four jobs not matched include Planning and Scheduling Monitor job, TMDE Monitor job, and the two ANG & AFRES dominated jobs of Production Controller and Plans and Scheduling Managers.

TABLE 8

SPECIALTY JOB COMPARISONS BETWEEN CURRENT AND 1987 392X0 SURVEY

<u>CURRENT SURVEY</u>	<u>1987 (392X0) SURVEY</u>
MAINTENANCE SCHEDULER CLUSTER PLANNING AND SCHEDULING MONITOR JOB	PLANS AND SCHEDULING PERSONNEL CLUSTER
TCTO MONITOR JOB	TCTO MONITORS JOB
ENGINE MANAGEMENT JOB	CONSOLIDATED ENGINE MANAGEMENT SYSTEM (CEMS) DOCUMENTATION PERSONNEL JOB
AEROSPACE VEHICLE DATA ANALYSIS JOB	MAJCOM AEROSPACE VEHICLE DISTRIBUTION OFFICERS (AVDOs) JOB
TMDE MONITOR JOB	.
TIME CHANGE MONITOR JOB	TIME CHANGE MONITOR JOB
FIRSTLINE SUPERVISOR CLUSTER	SUPERVISORS/MANAGERS JOB PRODUCTION CONTROL PERSONNEL CLUSTER
ANG & AFRES PRODUCTION CONTROLLER JOB	ANG & AFRES NOT SURVEYED IN 1987
ANG & AFRES PLANS AND SCHEDULING MANAGER JOB	ANG & AFRES NOT SURVEYED IN 1987
	TECHNICAL TRAINING INSTRUCTORS IJT

- Indicates no match in report

The Maintenance Scheduling career ladder is characterized by a fairly homogeneous job structure. One cluster, the Maintenance Scheduler cluster, comprises the bulk of the specialty (58 percent). The remainder is distributed across specialized systems maintenance function jobs and supporting administration, management, and training jobs. The ANG & AFRES were not surveyed with the active duty career ladder when the 1987 survey was administered. Even though the ANG & AFRES have been added into this report, the basic career ladder structure is not greatly affected. Only two jobs are substantially dominated by the ANG & AFRES: ANG Production Control Job and ANG Plans and Scheduling Manager job.

ANALYSIS OF DAFSC GROUPS

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed at the various skill levels. This information may be used to evaluate how well career ladder documents, such as AFR 39-1 Specialty Descriptions and the STS, reflect what career ladder personnel are actually doing in the field.

The distribution of skill-level groups across the career ladder jobs for both active duty and ANG & AFRES respondents is displayed in Table 9, while Table 10 offers another perspective by displaying percent time spent on each duty across the skill-level groups.

A typical pattern of progression is noted within the active duty AFSC 392X0 career ladder, with personnel at the 3-skill level spending most of their time on technical tasks. As can be noted in Table 9, the majority of personnel across skill levels are performing the core job, Maintenance Scheduling cluster. The 3- and 5-skill level members are evenly represented across all of the remaining jobs except the Firstline Supervisor cluster, where the 7-skill level personnel dominate. More relative time is spent on duties involving supervisory, managerial, and administrative tasks (see Table 10) as personnel move upward to the 5- and 7-skill levels. ANG & AFRES progression is somewhat different in that more supervisory duties are performed at the lower skill levels when compared to their active duty counterparts.

Skill-Level Descriptions

Active Duty DAFSC 39230. The 64 airmen in the 3-skill level group, representing 5 percent of the survey sample, perform an average of 33 tasks. As shown in Table 9, 41 percent of these airmen are in the Maintenance Scheduler cluster. They spend approximately 34 percent of their time performing documentation functions, loading and updating CAMS, and coordinating and updating TCTOs, while 32 percent of their time is spent scheduling maintenance, forecasting inspections, and distributing maintenance plans (see Table 10).

TABLE 9

**DISTRIBUTION OF SKILL-LEVEL MEMBERS
ACROSS CAREER LADDER JOBS
(PERCENT)**

JOBS	ACTIVE DUTY			ANG & AFRES		
	39230 (N=64)	39250 (N=500)	39270 (N=309)	39230 (N=15)	39250 (N=97)	39270 (N=235)
MAINTENANCE SCHEDULER CLUSTER	41	61	61	33	55	67
TCTO MONITOR JOB	11	9	4	0	3	0
ENGINE MANAGEMENT JOB	3	2	1	7	4	3
PLANNING AND SCHEDULING MONITOR JOB	5	1	*	0	1	1
AEROSPACE VEHICLE DATA ANALYSIS JOB	2	1	3	0	1	*
TMDE MONITOR JOB	5	7	3	0	0	0
TIME CHANGE MONITOR JOB	2	2	1	0	0	0
FIRSTLINE SUPERVISOR CLUSTER	0	2	17	0	0	4
ANG & AFRES PRODUCTION CONTROLLER JOB	0	0	0	7	4	5
ANG & AFRES PLANS AND SCHEDULING MANAGER JOB	0	0	0	0	3	4
NOT GROUPED	31	15	10	53	29	16

* Denotes less than 1 percent

TABLE 10

TIME SPENT ON DUTIES BY MEMBERS OF SKILL-LEVEL GROUPS
(RELATIVE PERCENT OF JOB TIME)

DUTIES	ACTIVE DUTY			ANG & AFRES		
	39230 (N=64)	39250 (N=500)	39270 (N=309)	39230 (N=15)	39250 (N=97)	39270 (N=235)
A ORGANIZING AND PLANNING	2	3	6	7	3	4
B DIRECTING AND IMPLEMENTING	2	6	12	3	5	9
C INSPECTING AND EVALUATING	2	3	9	5	2	4
D TRAINING	1	2	6	2	2	5
E PREPARING, UPDATING, AND FILING FORMS, RECORDS, AND REPORTS	12	12	9	12	13	9
F PERFORMING AEROSPACE VEHICLE DATA FUNCTIONS	9	8	9	7	9	9
G PERFORMING DOCUMENTATION FUNCTIONS	34	33	23	27	34	28
H PERFORMING PLANNING AND SCHEDULING FUNCTIONS	32	26	22	29	25	24
I PERFORMING ENGINE DATA MANAGEMENT FUNCTIONS	2	3	2	7	7	7
J PERFORMING TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) FUNCTIONS	3	4	2	-	*	*

* Denotes less than 1 percent

- Not listed

Examples of tasks likely to be performed by 3-skill level personnel include posting and distributing maintenance plans or schedules, maintaining CAMS, and checking the status, coordination, and modification of TCTOs. Other examples of common tasks performed by a majority of these airmen are shown in Table 11.

Active Duty DAFSC 39250. The 500 airmen in the 5-skill level group represent 39 percent of the total survey sample and perform an average of 44 tasks. Table 10 shows that 5-skill level personnel spend 59 percent of their relative job time performing duties which involve documentation tasks and planning and scheduling the maintenance of various systems. The remaining 41 percent is spent on a broad range of technical and managerial tasks, as shown in Table 12.

Although 5-skill level personnel spend almost half of their job time performing the same technical duties as their junior counterparts, it is the percent of job time spent on supervisory functions that distinguishes them from the 3-skill level personnel. As is shown in Table 13, 5-skill level members spend more time performing such tasks as counseling and inspecting personnel, establishing performance standards, writing EPRs, and conducting OJT.

Active Duty DAFSC 39270. Seven-skill level personnel represent 24 percent of the survey sample and perform an average of 67 tasks. Thirty-three percent of their relative job time is spent on tasks in supervisory, managerial, training, and administrative duties (more than twice that of 5-skill level personnel). The remaining 67 percent of their time, as can be seen in Table 14, is dedicated to technical duties such as maintaining CAMS products, coordinating TCTOs with plans and scheduling or other workcenters, conducting or attending planning meetings, and maintaining long range plans.

Tasks which best distinguish 7-skill level personnel from their junior counterparts are presented in Table 15. As expected, the key difference is higher percentage of members performing supervisory functions such as counseling and evaluating personnel, writing recommendations and performance feedback worksheets, and preparing job descriptions.

ANG & AFRES DAFSC 39230. The 15 airmen in the ANG & AFRES 3-skill level group, representing 1 percent of the survey sample, perform an average of 32 tasks. As shown in Table 9, 33 percent of these airmen are in the Maintenance Scheduler cluster. Table 10 indicates they spend approximately 56 percent of their time performing documentation, planning, and scheduling functions, while 12 percent of their time is spent working with various forms, records, and reports.

Examples of tasks likely to be performed by ANG & AFRES, 3-skill level personnel include reviewing CAMS, filing correspondence and maintenance reports, and conducting and attending maintenance meetings, as shown in Table 16.

TABLE 11
REPRESENTATIVE TASKS PERFORMED BY
ACTIVE DUTY 39230 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=64)
H200 MAINTAIN CAMS PRODUCTS	63
H195 DISTRIBUTE MAINTENANCE PLANS OR SCHEDULES	61
G163 OPEN OR CLOSE REMOTE DEVICES	61
E107 MAKE ENTRIES ON AF FORMS 2410 (INSPECTION/TCTO PLANNING CHECKSHEET)	59
H206 POST SCHEDULING INFORMATION ONTO VISUAL MEDIA, SUCH AS BOARDS OR CHARTS	56
E102 INITIATE AF FORMS 2407 (WEEKLY/DAILY FLYING SCHEDULE COORDINATION)	55
G143 CONDUCT AUTOMATED RECORDS REVIEWS	50
H185 CONDUCT OR ATTEND DAILY MAINTENANCE PLANNING MEETINGS	50
H198 FORECAST INSPECTION OR TIME CHANGE REQUIREMENTS	47
H212 SCHEDULE ACCOMPLISHMENT OF TCTOs	45
F135 REVIEW CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) DATA	45
G147 COORDINATE TCTOs WITH OTHER WORKCENTERS	44
G150 DETERMINE TCTO STATUS FOR ASSIGNED EQUIPMENT	44
G148 COORDINATE TCTOs WITH PLANS AND SCHEDULING OR SUPPLY AGENCIES	44
G181 VALIDATE INSPECTION OR TIME CHANGE REQUIREMENTS IN SYSTEM RECORDS	44
E104 MAINTAIN AFTO FORMS 95 (SIGNIFICANT HISTORICAL DATA)	42
G144 CONDUCT MANUAL RECORDS REVIEWS	42
H208 PREPLAN DAILY MAINTENANCE	41
G176 REVIEW OR MONITOR STATUS OF TCTO PROGRAMS	39
G154 LOAD INITIAL INSPECTION OR TIME CHANGE REQUIREMENTS INTO SYSTEM RECORDS	39
H215 SCHEDULE REPLACEMENT OF TIME CHANGE ITEMS	39
H194 DEVELOP WEEKLY UTILIZATION OR MAINTENANCE SCHEDULES FOR AEROSPACE VEHICLES	38
G164 PARTICIPATE IN MONTHLY TCTO KIT RECONCILIATION MEETINGS	38
G155 LOAD OPERATIONAL EVENTS, SUCH AS FLYING SCHEDULES, INTO SYSTEM RECORDS	38
H199 INITIATE SCHEDULED INSPECTIONS	38
H187 COORDINATE MAINTENANCE REQUIREMENTS WITH OPERATIONS	38
G146 COORDINATE ON ITEMS REQUIRING MODIFICATION OR ACTION UNDER TCTOs	36
G162 MAINTAIN RECORDS OF RECURRING INSPECTION TIMES OR DATES	36
E119 UPDATE TO FILES	36
G149 CORRECT AEROSPACE VEHICLE FLYING TIMES	35

TABLE 12
REPRESENTATIVE TASKS PERFORMED BY
ACTIVE DUTY 39250 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=500)
G163 OPEN OR CLOSE REMOTE DEVICES	83
H200 MAINTAIN CAMS PRODUCTS	70
E107 MAKE ENTRIES ON AF FORMS 2410 (INSPECTION/TCTO PLANNING CHECKSHEET)	66
F135 REVIEW CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) DATA	62
E104 MAINTAIN AFTO FORMS 95 (SIGNIFICANT HISTORICAL DATA)	61
G147 COORDINATE TCTOs WITH OTHER WORKCENTERS	61
H212 SCHEDULE ACCOMPLISHMENT OF TCTOs	61
H198 FORECAST INSPECTION OR TIME CHANGE REQUIREMENTS	57
G143 CONDUCT AUTOMATED RECORDS REVIEWS	56
G146 COORDINATE ON ITEMS REQUIRING MODIFICATION OR ACTION UNDER TCTOs	56
G154 LOAD INITIAL INSPECTION OR TIME CHANGE REQUIREMENTS INTO SYSTEM RECORDS	54
G176 REVIEW OR MONITOR STATUS OF TCTO PROGRAMS	53
H195 DISTRIBUTE MAINTENANCE PLANS OR SCHEDULES	53
G148 COORDINATE TCTOs WITH PLANS AND SCHEDULING OR SUPPLY AGENCIES	53
G150 DETERMINE TCTO STATUS FOR ASSIGNED EQUIPMENT	53
H199 INITIATE SCHEDULED INSPECTIONS	51
G162 MAINTAIN RECORDS OF RECURRING INSPECTION TIMES OR DATES	50
G181 VALIDATE INSPECTION OR TIME CHANGE REQUIREMENTS IN SYSTEM RECORDS	49
H185 CONDUCT OR ATTEND DAILY MAINTENANCE PLANNING MEETINGS	48
H206 POST SCHEDULING INFORMATION ONTO VISUAL MEDIA, SUCH AS BOARDS OR CHARTS	47
G144 CONDUCT MANUAL RECORDS REVIEWS	47
H215 SCHEDULE REPLACEMENT OF TIME CHANGE ITEMS	47
E100 FILE CORRESPONDENCE	45
G161 MAINTAIN OR UPDATE LONG RANGE PLANS	45
B 18 ADVISE MANAGEMENT ON EQUIPMENT MAINTENANCE OR UTILIZATION	45
E102 INITIATE AF FORMS 2407 (WEEKLY/DAILY FLYING SCHEDULE COORDINATION)	43
G152 INITIATE TIME CHANGE ACTIONS	44
H207 PREPARE INSPECTION PACKAGES	43
G142 COMPUTE DUE TIME ON NEWLY ADDED TIME CHANGE ITEMS	43
E101 FILE SCHEDULED MAINTENANCE REPORTS	42

TABLE 13

TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSC 39230 AND DAFSC 39250 ACTIVE DUTY PERSONNEL
(PERCENT MEMBERS PERFORMING)

<u>TASKS</u>	<u>39230 (N=64)</u>	<u>39250 (N=500)</u>	<u>DIFFERENCE</u>
B18 ADVISE MANAGEMENT ON EQUIPMENT MAINTENANCE OR UTILIZATION	20	45	-25
G163 OPEN OR CLOSE REMOTE DEVICES	61	83	-22
B24 DRAFT CORRESPONDENCE	3	25	-22
D73 CONDUCT OJT	6	27	-21
A7 ESTABLISH WORK PRIORITIES	14	34	-20
A10 PLAN OR SCHEDULE WORK ASSIGNMENTS	13	32	-19
G146 COORDINATE ON ITEMS REQUIRING MODIFICATION OR ACTION UNDER TCTOs	36	55	-19
C44 CONDUCT PERFORMANCE FEEDBACK WORKSHEET (PFW) SESSIONS	3	22	-19
E104 MAINTAIN AFTO FORMS 95 (SIGNIFICANT HISTORICAL DATA)	42	61	-19
B21 DEVELOP WORK METHODS OR PROCEDURES	17	36	-18
B22 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, GRAPHS, OR CHARTS	20	38	-18

TABLE 14
REPRESENTATIVE TASKS PERFORMED BY
ACTIVE DUTY 39270 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=309)
G163 OPEN OR CLOSE REMOTE DEVICES	84
C66 PREPARE EPRs	77
B20 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY MATTERS	74
C44 CONDUCT PERFORMANCE FEEDBACK WORKSHEET (PFW) SESSIONS	72
H200 MAINTAIN CAMS PRODUCTS	70
B18 ADVISE MANAGEMENT ON EQUIPMENT MAINTENANCE OR UTILIZATION	69
B38 SUPERVISE MAINTENANCE SCHEDULING SPECIALISTS (AFSC 39250)	66
F135 REVIEW CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) DATA	66
B21 DEVELOP WORK METHODS OR PROCEDURES	66
A7 ESTABLISH WORK PRIORITIES	64
B31 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	64
E107 MAKE ENTRIES ON AF FORMS 2410 (INSPECTION/TCTO PLANNING CHECKSHEET)	64
A10 PLAN OR SCHEDULE WORK ASSIGNMENTS	61
E104 MAINTAIN AFTO FORMS 95 (SIGNIFICANT HISTORICAL DATA)	60
G176 REVIEW OR MONITOR STATUS OF TCTO PROGRAMS	0
B22 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, GRAPHS, OR CHARTS	60
G147 COORDINATE TCTOs WITH OTHER WORKCENTERS	60
A15 SCHEDULE LEAVES OR PASSES	59
H185 CONDUCT OR ATTEND DAILY MAINTENANCE PLANNING MEETINGS	59
B24 DRAFT CORRESPONDENCE	59
H195 DISTRIBUTE MAINTENANCE PLANS OR SCHEDULES	57
E100 FILE CORRESPONDENCE	57
D73 CONDUCT OJT	57
G146 COORDINATE ON ITEMS REQUIRING MODIFICATION OR ACTION UNDER TCTOs	55
G181 VALIDATE INSPECTION OR TIME CHANGE REQUIREMENTS IN SYSTEM RECORDS	54
H212 SCHEDULE ACCOMPLISHMENT OF TCTOs	55
D93 PREPARE OR UPDATE TRAINING RECORDS	54
C67 PREPARE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	54
G161 MAINTAIN OR UPDATE LONG RANGE PLANS	52
G148 COORDINATE TCTOs WITH PLANS AND SCHEDULING OR SUPPLY AGENCIES	52

TABLE 15

TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSC 39250 AND DAFSC 39270 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	39250 (N=500)	39270 (N=309)	DIFFERENCE
C66 PREPARE EPRs	20	77	-57
C44 CONDUCT PERFORMANCE FEEDBACK WORKSHEET (PFW) SESSIONS	22	72	-50
B20 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY MATTERS	26	74	-48
B38 SUPERVISE MAINTENANCE SCHEDULING SPECIALISTS (AFSC 39250)	19	66	-47
A15 SCHEDULE LEAVES OR PASSES	13	59	-46
B31 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	20	64	-44
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	5	49	-44
C67 PREPARE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	11	54	-43
A5 ESTABLISH PERSONNEL PERFORMANCE STANDARDS	9	51	-42
C56 EVALUATE PERSONNEL FOR AWARDS OR DECORATIONS	9	48	-39
D93 PREPARE OR UPDATE TRAINING RECORDS	17	54	-37
A12 PREPARE JOB DESCRIPTIONS	6	40	-34
B24 DRAFT CORRESPONDENCE	25	59	-34
A2 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	3	36	-33
D71 ASSIGN ON-THE-JOB TRAINING (OJT) TRAINERS	2	35	-33
D92 PLAN OR SCHEDULE OJT	9	40	-31
C53 EVALUATE JOB DESCRIPTIONS	6	37	-31
A7 ESTABLISH WORK PRIORITIES	34	64	-30
B21 DEVELOP WORK METHODS OR PROCEDURES	36	66	-30
C51 EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, OR RECLASSIFICATION	8	37	-29
D73 CONDUCT OJT	27	56	-29
A10 PLAN OR SCHEDULE WORK ASSIGNMENTS	32	61	-29
D78 COUNSEL TRAINEES ON TRAINING PROGRESS OR PROBLEMS	17	45	-28
B40 SUPERVISE MAINTENANCE SCHEDULING TECHNICIANS (AFSC 39270)	3	31	-28
C62 EVALUATE WORK SCHEDULES	10	38	-28
D79 DEMONSTRATE HOW TO LOCATE TECHNICAL INFORMATION	16	43	-27
C48 EVALUATE COMPLIANCE WITH WORK STANDARDS	13	39	-26
D87 EVALUATE OJT TRAINEES	10	36	-26
C64 INDORSE ENLISTED PERFORMANCE REPORTS (EPRs)	5	31	-26
C42 ANALYZE WORKLOAD REQUIREMENTS	22	48	-26

TABLE 16

**REPRESENTATIVE TASKS PERFORMED BY
ANG & AFRES 39230 PERSONNEL**

TASKS	PERCENT MEMBERS PERFORMING (N=15)
H185 CONDUCT OR ATTEND DAILY MAINTENANCE PLANNING MEETINGS	47
G149 CORRECT AEROSPACE VEHICLE FLYING TIMES	47
F135 REVIEW CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) DATA	47
H184 ASSIGN OR ADJUST PRIORITIES FOR PLANNED OR PREPLANNED MAINTENANCE	47
E104 MAINTAIN AFTO FORMS 95 (SIGNIFICANT HISTORICAL DATA)	47
G143 CONDUCT AUTOMATED RECORDS REVIEWS	47
G147 COORDINATE TCTOs WITH OTHER WORKCENTERS	47
G146 COORDINATE ON ITEMS REQUIRING MODIFICATION OR ACTION UNDER TCTOs	47
G154 LOAD INITIAL INSPECTION OR TIME CHANGE REQUIREMENTS INTO SYSTEM RECORDS	47
H206 POST SCHEDULING INFORMATION ONTO VISUAL MEDIA, SUCH AS BOARDS OR CHARTS	40
E100 FILE CORRESPONDENCE	40
A10 PLAN OR SCHEDULE WORK ASSIGNMENTS	40
H183 ASSIGN BLOCKS OF JOB CONTROL NUMBERS TO FUNCTIONAL USERS	40
A7 ESTABLISH WORK PRIORITIES	40
G144 CONDUCT MANUAL RECORDS REVIEWS	40
G152 INITIATE TIME CHANGE ACTIONS	40
G157 LOAD TCTO REQUIREMENTS INTO SYSTEM RECORDS	40
H200 MAINTAIN CAMS PRODUCTS	33
H198 FORECAST INSPECTION OR TIME CHANGE REQUIREMENTS	33
H187 COORDINATE MAINTENANCE REQUIREMENTS WITH OPERATIONS	33
C49 EVALUATE CONTENTS OF TOs	33
G155 LOAD OPERATIONAL EVENTS, SUCH AS FLYING SCHEDULES, INTO SYSTEM RECORDS	33
E101 FILE SCHEDULED MAINTENANCE REPORTS	27
H195 DISTRIBUTE MAINTENANCE PLANS OR SCHEDULES	27
H190 DEVELOP MONTHLY UTILIZATION OR MAINTENANCE SCHEDULES FOR AEROSPACE VEHICLES	20
I230 UPDATE ENGINE STATUS IN SYSTEM RECORDS	20
E99 COMPUTE DELAYED DISCREPANCY DATA	0
I231 VERIFY OR UPDATE ENGINE ACCUMULATED HOUR AND EVENT DATA	13
C62 EVALUATE WORK SCHEDULES	13

ANG & AFRES DAFSC 39250. The 97 airmen in the ANG & AFRES 5-skill level group represent 8 percent of the total survey sample and perform an average of 44 tasks. Table 10 shows that 5-skill level personnel spend 59 percent of their relative job time performing duties which involve documentation and planning and scheduling functions. The remaining 41 percent is spent on a broad range of technical and managerial tasks comparable with those performed by the 3-skill level personnel. Representative tasks performed by these personnel include reviewing and maintaining CAMS, conducting automated records reviews, maintaining AFTO Forms 95, and monitoring the status and accomplishment of TCTOs. A more extensive list of representative tasks performed by 5-skill level incumbents is listed in Table 17.

Although ANG & AFRES 5-skill level personnel spend more than half of their job time performing technical duties, there is an increase in the concentration of certain tasks performed which distinguishes them from the ANG & AFRES 3-skill level members. Table 18 gives examples of tasks which best distinguish ANG & AFRES 5-skill level personnel from the ANG & AFRES 3-skill members. These data indicate that 5-level members concentrate more on tasks such as opening or closing remote devices, maintaining CAMS products, maintaining records of inspections, validating inspections, and developing operational schedules.

ANG & AFRES DAFSC 39270. ANG & AFRES 7-skill level personnel constitute 18 percent of the survey sample and perform an average of 76 tasks. Twenty-two percent of their relative job time is spent on tasks in supervisory, managerial, training, and administrative duties. The ANG & AFRES 7-skill level personnel are more involved with technical tasks than their active duty counterparts. These technical tasks include updating engine status in system records, verifying or updating engine accumulated hour and event data, and maintaining CEMS data. Table 19 provides a list of representative tasks for these incumbents.

Tasks which best distinguish 7-skill level personnel from the 5-skill ANG & AFRES personnel are presented in Table 20. As the table shows, a higher percentage of 7-skill level personnel perform supervisory and managerial tasks, such as working with OJT issues and counseling and supervising personnel.

Differences Between Active Duty and ANG & AFRES DAFSC 392X0. There were few noticeable differences between the active duty and ANG & AFRES personnel. As shown in Table 21, ANG & AFRES 3-skill level personnel spend more time performing supervisory functions, such as planning or scheduling work assignments, establishing work priorities, and evaluating the contents of TOs, while the active duty 3-skill level members report that they are more concentrated on initiating AF Forms 2407, distributing maintenance plans or schedules, and opening or closing remote devices. As shown in Table 22, active duty 5-level incumbents are more involved with supervisory tasks, such as conducting performance feedback worksheet sessions, counseling subordinates, and investigating accidents or incidents. ANG & AFRES 5-skill level personnel are more involved with updating operating times in system records, updating files and discrepancy data in the systems records, and reviewing aerospace vehicle equipment status data. At the 7-skill

TABLE 17
REPRESENTATIVE TASKS PERFORMED BY
ANG & AFRES 39250 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=97)
G163 OPEN OR CLOSE REMOTE DEVICES	72
H200 MAINTAIN CAMS PRODUCTS	72
F135 REVIEW CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) DATA	64
G162 MAINTAIN RECORDS OF RECURRING INSPECTION TIMES OR DATES	59
E104 MAINTAIN AFTO FORMS 95 (SIGNIFICANT HISTORICAL DATA)	58
G181 VALIDATE INSPECTION OR TIME CHANGE REQUIREMENTS IN SYSTEM RECORDS	57
G143 CONDUCT AUTOMATED RECORDS REVIEWS	55
H215 SCHEDULE REPLACEMENT OF TIME CHANGE ITEMS	55
G180 UPDATE EQUIPMENT OPERATING TIMES IN SYSTEM RECORDS	54
G154 LOAD INITIAL INSPECTION OR TIME CHANGE REQUIREMENTS INTO SYSTEM RECORDS	53
G150 DETERMINE TCTO STATUS FOR ASSIGNED EQUIPMENT	53
E100 FILE CORRESPONDENCE	52
E119 UPDATE TO FILES	52
H212 SCHEDULE ACCOMPLISHMENT OF TCTOs	52
G147 COORDINATE TCTOs WITH OTHER WORKCENTERS	52
G157 LOAD TCTO REQUIREMENTS INTO SYSTEM RECORDS	51
E101 FILE SCHEDULED MAINTENANCE REPORTS	51
G148 COORDINATE TCTOs WITH PLANS AND SCHEDULING OR SUPPLY AGENCIES	51
H198 FORECAST INSPECTION OR TIME CHANGE REQUIREMENTS	50
G152 INITIATE TIME CHANGE ACTIONS	48
H206 POST SCHEDULING INFORMATION ONTO VISUAL MEDIA, SUCH AS BOARDS OR CHARTS	47
G142 COMPUTE DUE TIME ON NEWLY ADDED TIME CHANGE ITEMS	47
G176 REVIEW OR MONITOR STATUS OF TCTO PROGRAMS	47
H199 INITIATE SCHEDULED INSPECTIONS	46
G149 CORRECT AEROSPACE VEHICLE FLYING TIMES	46
G155 LOAD OPERATIONAL EVENTS, SUCH AS FLYING SCHEDULES, INTO SYSTEM RECORDS	45
H195 DISTRIBUTE MAINTENANCE PLANS OR SCHEDULES	44
H208 PREPLAN DAILY MAINTENANCE	43
G179 UPDATE DISCREPANCY DATA IN SYSTEM RECORDS	43
H182 ADJUST OR COORDINATE SCHEDULES TO MEET EMERGENCY OR PRIORITY MAINTENANCE OR OPERATIONAL FLYING REQUIREMENTS	42

TABLE 18

**TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSC 39230 AND DAFSC 39250 ANG & AFRES PERSONNEL
(PERCENT MEMBERS PERFORMING)**

TASKS	39230 (N=15)	39250 (N=97)	DIFFERENCE
G163 OPEN OR CLOSE REMOTE DEVICES	27	72	-45
H200 MAINTAIN CAMS PRODUCTS	33	72	-39
G162 MAINTAIN RECORDS OF RECURRING INSPECTION TIMES OR DATES	27	59	-32
G181 VALIDATE INSPECTION OR TIME CHANGE REQUIREMENTS IN SYSTEM RECORDS	27	57	-30
H192 DEVELOP OPERATIONAL SCHEDULES, SUCH AS FLYING SCHEDULES	7	34	-27
G150 DETERMINE TC TO STATUS FOR ASSIGNED EQUIPMENT	27	53	-26
B22 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, GRAPHS, OR CHARTS	13	39	-26
E101 FILE SCHEDULED MAINTENANCE REPORTS	27	51	-24
H208 PREPLAN DAILY MAINTENANCE	20	43	-23
G166 POST STATUS OF DOCUMENTATION EVENTS ONTO VISUAL MEDIA, SUCH AS CHARTS OR BOARDS	13	36	-23
G172 PROCESS TRANSFERS OF EQUIPMENT IN SYSTEM RECORDS	13	35	-22
H215 SCHEDULE REPLACEMENT OF TIME CHANGE ITEMS	33	55	-22
G142 COMPUTE DUE TIME ON NEWLY ADDED TIME CHANGE ITEMS	27	47	-22
G180 UPDATE EQUIPMENT OPERATING TIMES IN SYSTEM RECORDS	33	54	-21

TABLE 19
REPRESENTATIVE TASKS PERFORMED BY
ANG & AFRES 39270 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=235)
G163 OPEN OR CLOSE REMOTE DEVICES	82
H200 MAINTAIN CAMS PRODUCTS	75
F135 REVIEW CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) DATA	73
E104 MAINTAIN AFTO FORMS 95 (SIGNIFICANT HISTORICAL DATA)	72
H215 SCHEDULE REPLACEMENT OF TIME CHANGE ITEMS	69
G147 COORDINATE TCTOs WITH OTHER WORKCENTERS	69
H212 SCHEDULE ACCOMPLISHMENT OF TCTOs	67
A7 ESTABLISH WORK PRIORITIES	65
G180 UPDATE EQUIPMENT OPERATING TIMES IN SYSTEM RECORDS	65
G152 INITIATE TIME CHANGE ACTIONS	65
G144 CONDUCT MANUAL RECORDS REVIEWS	65
G143 CONDUCT AUTOMATED RECORDS REVIEWS	65
G148 COORDINATE TCTOs WITH PLANS AND SCHEDULING OR SUPPLY AGENCIES	65
G181 VALIDATE INSPECTION OR TIME CHANGE REQUIREMENTS IN SYSTEM RECORDS	65
G142 COMPUTE DUE TIME ON NEWLY ADDED TIME CHANGE ITEMS	64
G176 REVIEW OR MONITOR STATUS OF TCTO PROGRAMS	64
H199 INITIATE SCHEDULED INSPECTIONS	63
E119 UPDATE TO FILES	63
G154 LOAD INITIAL INSPECTION OR TIME CHANGE REQUIREMENTS INTO SYSTEM RECORDS	63
B18 ADVISE MANAGEMENT ON EQUIPMENT MAINTENANCE OR UTILIZATION	63
H198 FORECAST INSPECTION OR TIME CHANGE REQUIREMENTS	63
B22 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, GRAPHS, OR CHARTS	63
G162 MAINTAIN RECORDS OF RECURRING INSPECTION TIMES OR DATES	63
E100 FILE CORRESPONDENCE	63
G146 COORDINATE ON ITEMS REQUIRING MODIFICATION OR ACTION UNDER TCTOs	63
H206 POST SCHEDULING INFORMATION ONTO VISUAL MEDIA, SUCH AS BOARDS OR CHARTS	62
H182 ADJUST OR COORDINATE SCHEDULES TO MEET EMERGENCY OR PRIORITY MAINTENANCE OR OPERATIONAL FLYING REQUIREMENTS	62
H185 CONDUCT OR ATTEND DAILY MAINTENANCE PLANNING MEETINGS	62
A10 PLAN OR SCHEDULE WORK ASSIGNMENTS	61
H184 ASSIGN OR ADJUST PRIORITIES FOR PLANNED OR PREPLANNED MAINTENANCE	61

TABLE 20

**TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSC 39250 AND DAFSC 39270 ANG & AFRES PERSONNEL
(PERCENT MEMBERS PERFORMING)**

TASKS	39250 (N=97)	39270 (N=235)	DIFFERENCE
D93 PREPARE OR UPDATE TRAINING RECORDS	10	46	-36
B20 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY MATTERS	6	42	-36
D73 CONDUCT OJT	19	53	-34
B31 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	9	43	-34
B24 DRAFT CORRESPONDENCE	16	50	-34
B18 ADVISE MANAGEMENT ON EQUIPMENT MAINTENANCE OR UTILIZATION	32	64	-32
D87 EVALUATE OJT TRAINEES	4	36	-32
D92 PLAN OR SCHEDULE OJT	5	37	-32
D78 COUNSEL TRAINEES ON TRAINING PROGRESS OR PROBLEMS	8	40	-32
D79 DEMONSTRATE HOW TO LOCATE TECHNICAL INFORMATION	14	45	-31
B38 SUPERVISE MAINTENANCE SCHEDULING SPECIALISTS (AFSC 39250)	7	37	-30
B36 SUPERVISE APPRENTICE MAINTENANCE SCHEDULING SPECIALISTS (AFSC 39230)	8	37	-29
C42 ANALYZE WORKLOAD REQUIREMENTS	26	54	-29
B33 PREPARE OR UPDATE CONTINGENCY PLANS	7	35	-28
A13 PREPARE OR UPDATE LOCAL OPERATING INSTRUCTIONS	11	39	-28
A7 ESTABLISH WORK PRIORITIES	38	65	-27
H186 CONDUCT PREINSPECTION MEETINGS	29	56	-27
G144 CONDUCT MANUAL RECORDS REVIEWS	39	65	-26
B21 DEVELOP WORK METHODS OR PROCEDURES	25	51	-26
H185 CONDUCT OR ATTEND DAILY MAINTENANCE PLANNING MEETINGS	36	62	-26
B41 SUPERVISE MILITARY PERSONNEL WITH AFSCs OTHER THAN 392X0	2	28	-26
B40 SUPERVISE MAINTENANCE SCHEDULING TECHNICIANS (AFSC 39270)	1	26	-25
A10 PLAN OR SCHEDULE WORK ASSIGNMENTS	36	61	-25
F123 COORDINATE ON BRIEFINGS FOR PROJECTED AEROSPACE VEHICLE REQUIREMENTS WITH OTHER AGENCIES	13	38	-25
C52 EVALUATE INSPECTION REPORTS OR PROCEDURES	7	31	-24
F127 IDENTIFY OR CORRECT AEROSPACE VEHICLE SOURCE DOCUMENT ERRORS	13	37	-24
F128 PREPARE GAIN, LOSS, OR TERMINATION MESSAGES	26	50	-24
G174 REVIEW MAINTENANCE SCHEDULING EFFECTIVENESS DATA	14	38	-24
B22 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, GRAPHS, OR CHARTS	39	63	-24
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	0	23	-23

TABLE 21

TASKS WHICH BEST DIFFERENTIATE BETWEEN
AD DAFSC 39230 AND ANG & AFRES DAFSC 39230 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	ACTIVE DUTY 39230 (N=64)	ANG & AFRES 39230 (N=15)	DIFFERENCE
E102 INITIATE AF FORMS 2407 (WEEKLY/DAILY FLYING SCHEDULE COORDINATION)	55	13	41
H195 DISTRIBUTE MAINTENANCE PLANS OR SCHEDULES	61	27	34
G163 OPEN OR CLOSE REMOTE DEVICES	61	27	34
H200 MAINTAIN CAMS PRODUCTS	63	33	30
H192 DEVELOP OPERATIONAL SCHEDULES, SUCH AS FLYING SCHEDULES	33	7	26
F120 COMPILE MAINTENANCE SCHEDULING EFFECTIVENESS DATA	33	7	26
E107 MAKE ENTRIES ON AF FORMS 2410 (INSPECTION/TCTO PLANNING CHECKSHEET)	59	33	26
H194 DEVELOP WEEKLY UTILIZATION OR MAINTENANCE SCHEDULES FOR AEROSPACE VEHICLES	38	13	25
H208 PREPLAN DAILY MAINTENANCE	41	20	21
G174 REVIEW MAINTENANCE SCHEDULING EFFECTIVENESS DATA	27	7	20
F123 COORDINATE ON BRIEFINGS FOR PROJECTED AEROSPACE VEHICLE REQUIREMENTS WITH OTHER AGENCIES	19	0	19
A10 PLAN OR SCHEDULE WORK ASSIGNMENTS	13	40	-27
A7 ESTABLISH WORK PRIORITIES	14	40	-26
C49 EVALUATE CONTENTS OF TOs	11	33	-22
F131 PREPARE OR MAINTAIN REPORTS ON AEROSPACE VEHICLE UTILIZATION	11	33	-22
H196 EVALUATE PRACTICABILITY OF DELAYING OR DEFERRING MAINTENANCE	13	33	-20
H184 ASSIGN OR ADJUST PRIORITIES FOR PLANNED OR PREPLANNED MAINTENANCE	27	47	-20
G179 UPDATE DISCREPANCY DATA IN SYSTEM RECORDS	14	33	-19

TABLE 22

**TASKS WHICH BEST DIFFERENTIATE BETWEEN
AD DAFSC 39250 AND ANG & AFRES DAFSC 39250 PERSONNEL
(PERCENT MEMBERS PERFORMING)**

TASKS	ACTIVE DUTY 39250 (N=500)	ANG & AFRES 39250 (N=97)	DIFFERENCE
C44 CONDUCT PERFORMANCE FEEDBACK WORKSHEET (PFW) SESSIONS	22	1	21
B20 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY MATTERS	26	6	20
E107 MAKE ENTRIES ON AF FORMS 2410 (INSPECTION/TCTO PLANNING CHECKSHEET)	66	46	20
C65 INVESTIGATE ACCIDENTS OR INCIDENTS	20	1	19
F120 COMPILE MAINTENANCE SCHEDULING EFFECTIVENESS DATA	38	20	18
E97 COMPLETE AF FORMS 2005 (ISSUE/TURN-IN REQUEST)	40	22	18
G174 REVIEW MAINTENANCE SCHEDULING EFFECTIVENESS DATA	32	14	18
E102 INITIATE AF FORMS 2407 (WEEKLY/DAILY FLYING SCHEDULE COORDINATION)	43	26	17
F123 COORDINATE ON BRIEFINGS FOR PROJECTED AEROSPACE VEHICLE REQUIREMENTS WITH OTHER AGENCIES			
G146 COORDINATE ON ITEMS REQUIRING MODIFICATION OR ACTION UNDER TCTOs	28	13	15
	56	41	15
G180 UPDATE EQUIPMENT OPERATING TIMES IN SYSTEM RECORDS	26	54	-28
H183 ASSIGN BLOCKS OF JOB CONTROL NUMBERS TO FUNCTIONAL USERS	20	42	-22
E119 UPDATE TO FILES	31	52	-19
G179 UPDATE DISCREPANCY DATA IN SYSTEM RECORDS	25	43	-19
I230 UPDATE ENGINE STATUS IN SYSTEM RECORDS	11	30	-19
F129 PREPARE OR MAINTAIN REPORTS ON AEROSPACE VEHICLE EQUIPMENT STATUS	15	33	-18
G149 CORRECT AEROSPACE VEHICLE FLYING TIMES	30	46	-16
F132 REVIEW AEROSPACE VEHICLE EQUIPMENT STATUS DATA	19	34	-15
H217 VERIFY NOT MISSION CAPABLE (NMC) REQUIREMENTS WITH OTHER RECORDS OR UNITS	10	25	-15
I227 PREPARE ENGINE STATUS REPORTING FORMS	5	20	-15
I231 VERIFY OR UPDATE ENGINE ACCUMULATED HOUR AND EVENT DATA	14	29	-15

level, the emphasis on supervisory tasks by the active duty personnel is even more pronounced. As can be seen in Table 23, active duty 7-skill personnel concentrate on tasks such as preparing EPRs, scheduling leaves and passes, and establishing performance standards. ANG & AFRES 7-skill level personnel on the other hand, continue to perform such technical tasks as updating equipment times in system records, completing AF Forms 2001, and correcting vehicle flying times. Many of the differences found between the active duty and ANG & AFRES skill levels are a result of difference in organizational structure of the two agencies. As can be expected, there are more active duty personnel to do the jobs who, therefore, can be more specialized than ANG & AFRES personnel. It is this specialization which produces the differences between the skill levels, not the actual content of the job.

Summary

A typical career ladder progression within the AFSC 392X0 career ladder is evident, with personnel at the 3-skill level spending the vast majority of their job time performing technical tasks. A moderate shift towards supervisory functions occurs at the 5-skill level, with members still spending more than 50 percent of their duty time performing technical functions. Personnel at the 7-skill level perform both technical and supervisory functions, with a relatively higher percentage of their time spent on supervisory duties, as compared to the more junior personnel.

ANALYSIS OF AFR 39-1 SPECIALTY DESCRIPTIONS

Survey data were compared to the AFR 39-1 Specialty Descriptions for Maintenance Scheduling Specialists and Technicians, dated 15 March 1991, effective 30 April 1991. The descriptions for the 3-, 5-, and 7-skill levels were generally accurate, depicting the highly technical aspects of the job, as well as the increase in supervisory responsibilities previously described in the DAFSC analysis. The descriptions also capture the primary responsibilities of members in the two clusters and eight jobs identified by the job structure analysis process.

TRAINING ANALYSIS

Occupational survey data are sources of information which can be used to assist in the development of relevant training programs for entry-level personnel. Factors used to evaluate entry-level Maintenance Scheduling training include jobs being performed by first-enlistment personnel, overall distribution of first-enlistment personnel across career ladder jobs, percent first-job (1-24 month TAFMS) and first-enlistment (1-48 months TAFMS) members performing specific tasks, ratings of how much training emphasis tasks should receive in formal training, and ratings of relative TD.

TABLE 23

TASKS WHICH BEST DIFFERENTIATE BETWEEN
AD DAFSC 39270 AND ANG & AFRES DAFSC 39270 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	ACTIVE DUTY 39270 (N=309)	ANG & AFRES 39270 (N=235)	DIFFERENCE
C66 PREPARE EPRS	77	9	68
C44 CONDUCT PERFORMANCE FEEDBACK WORKSHEET (PFW) SESSIONS	72	6	66
A15 SCHEDULE LEAVES OR PASSES	59	12	47
C67 PREPARE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	54	14	40
A5 ESTABLISH PERSONNEL PERFORMANCE STANDARDS	51	17	34
B20 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY MATTERS	74	42	32
A12 PREPARE JOB DESCRIPTIONS	40	10	30
C56 EVALUATE PERSONNEL FOR AWARDS OR DECORATIONS	48	18	30
B38 SUPERVISE MAINTENANCE SCHEDULING SPECIALISTS (AFSC 39250)	66	37	29
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	49	23	26
C64 INDORSE ENLISTED PERFORMANCE REPORTS (EPRS)	31	6	25
C48 EVALUATE COMPLIANCE WITH WORK STANDARDS	39	15	24
C53 EVALUATE JOB DESCRIPTIONS	37	14	23
A2 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	36	14	22
B31 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	64	44	20
G180 UPDATE EQUIPMENT OPERATING TIMES IN SYSTEM RECORDS	31	66	-35
F129 PREPARE OR MAINTAIN REPORTS ON AEROSPACE VEHICLE EQUIPMENT STATUS	23	52	-29
G141 COMPLETE AF FORMS 2001 (NOTIFICATION OF TCTO KIT REQUIREMENTS)	28	56	-28
G149 CORRECT AEROSPACE VEHICLE FLYING TIMES	32	60	-28
I230 UPDATE ENGINE STATUS IN SYSTEM RECORDS	9	35	-26
G157 LOAD TCTO REQUIREMENTS INTO SYSTEM RECORDS	33	59	-26
E119 UPDATE TO FILES	37	63	-26

TABLE 23 (CONTINUED)

TASKS WHICH BEST DIFFERENTIATE BETWEEN
AD DAFSC 39270 AND ANG & AFRES DAFSC 39270 PERSONNEL
(PERCENT MEMBERS PERFORMING)

<u>TASKS</u>	<u>ACTIVE DUTY 39270 (N=392)</u>	<u>ANG & AFRES 39270 (N=235)</u>	<u>DIFFERENCE</u>
H217 VERIFY NOT MISSION CAPABLE (NMC) REQUIREMENTS WITH OTHER RECORDS OR UNITS	14	39	-25
I231 VERIFY OR UPDATE ENGINE ACCUMULATED HOUR AND EVENT DATA	15	39	-24
G172 PROCESS TRANSFERS OF EQUIPMENT IN SYSTEM RECORDS	25	49	-24
I221 MAINTAIN COMPREHENSIVE ENGINE MANAGEMENT SYSTEM (CEMS) DATA	9	32	-23
I219 FORECAST MAJOR ENGINE INSPECTIONS	10	33	-23
H183 ASSIGN BLOCKS OF JOB CONTROL NUMBERS TO FUNCTIONAL USERS	21	43	-22
H184 ASSIGN OR ADJUST PRIORITIES FOR PLANNED OR PREPLANNED MAINTENANCE	39	61	-22
F131 PREPARE OR MAINTAIN REPORTS ON AEROSPACE VEHICLE UTILIZATION	26	48	-22

First-Enlistment Personnel

In this study, there are 156 active duty (AD) AFSC 392X0 and 73 ANG & AFRES members in their first enlistment (1-48 months' TAFMS), representing 18 percent of the survey sample. The vast majority of first-enlistment personnel are involved in day-to-day Maintenance Scheduling activities. As displayed in Table 24, approximately 92 percent of AD and 84 percent of ANG & AFRES personnel's duty time is devoted to performing technical and administrative tasks. AFSC 392X0 personnel spend the majority of their job time in four areas: Preparing, updating, and filing forms, records, and reports (AD 11 percent, ANG/AFRES 12 percent); Aerospace Vehicle Data Functions (AD 10 percent, ANG/AFRES 9 percent); Documentation functions (AD 35 percent, ANG/AFRES 30 percent); and Planning and Scheduling functions (AD 32 percent, ANG/AFRES 26 percent). Active duty and ANG & AFRES first-enlistment personnel perform similar tasks; however, the ANG & AFRES personnel are more involved with supervisory functions. Tables 25 and 26 show typical tasks performed by both active duty and ANG & AFRES first-enlistment personnel, most of which deal with technical tasks such as maintaining CAMS products, opening or closing remote devices, updating TO files, and coordinating, reviewing, or monitoring status of TCTO programs.

Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary task factors that can help training development personnel decide which tasks to emphasize for entry-level training. These ratings, based on the judgments of senior career ladder NCOs at operational units, provide a rank-ordering of those tasks considered important for first-enlistment airman training (TE) and a measure of the relative difficulty of those tasks (TD). When combined with data on the percentages of first-enlistment personnel performing tasks, comparisons can be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors (TE and TD), accompanied by moderate to high percentages performing, may warrant resident training. Those tasks receiving high task factor ratings, but low percentages performing, may be more appropriately planned for OJT programs within the career ladder. Low task factor ratings may highlight tasks best omitted from training for first-enlistment personnel. These decisions must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

To assist training development personnel, USAFOMS developed a computer program that uses these task factors and the percentage of first-enlistment personnel performing tasks to produce Automated Training Indicators (ATI). ATI correspond to training decisions listed and defined in the Training Decision Logic Table found in Attachment 1, ATCR 52-22. ATI allows training developers to quickly focus attention on those tasks which are most likely to qualify for ABR course consideration.

JOBS PERFORMED BY FIRST-ENLISTMENT AFSC 392X0 PERSONNEL

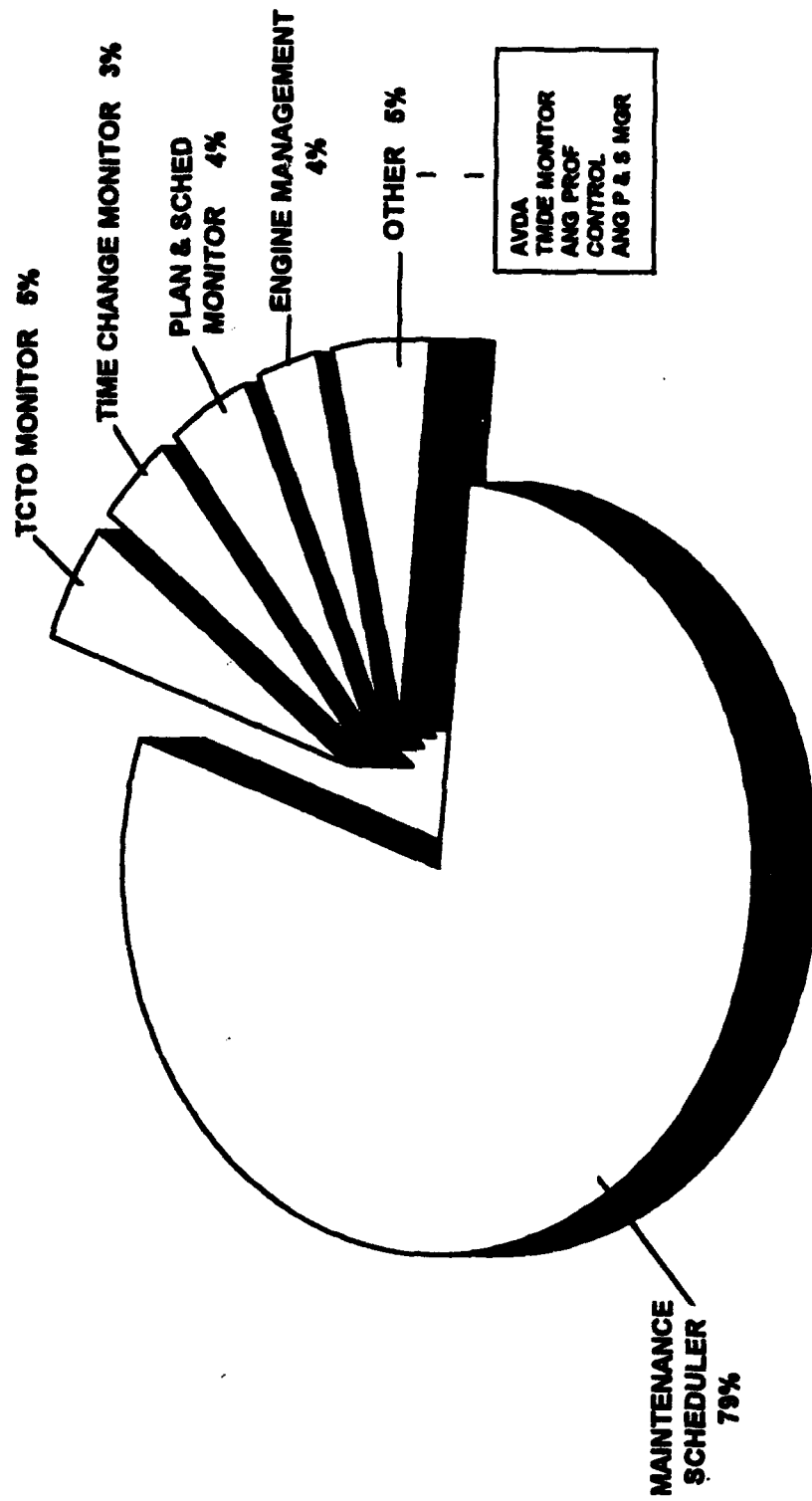


FIGURE 2

TABLE 24

RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES BY
FIRST-ENLISTMENT AFSC 392X0 PERSONNEL

<u>DUTIES</u>	PERCENT TIME SPENT (ACTIVE DUTY)	PERCENT TIME SPENT (ANG & AFRES)
A ORGANIZING AND PLANNING	2	4
B DIRECTING AND IMPLEMENTING	3	6
C INSPECTING AND EVALUATING	2	3
D TRAINING	1	3
E PREPARING, UPDATING, AND FILING FORMS, RECORDS, AND REPORTS	11	12
F PERFORMING AEROSPACE VEHICLE DATA FUNCTIONS	10	9
G PERFORMING DOCUMENTATION FUNCTIONS	35	30
H PERFORMING PLANNING AND SCHEDULING FUNCTIONS	32	26
I PERFORMING ENGINE DATA MANAGEMENT FUNCTIONS	3	7
J PERFORMING TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) FUNCTIONS	2	*

* Denotes less than 1 percent

NOTE: Columns may not add to 100 percent due to rounding

TABLE 25

**REPRESENTATIVE TASKS PERFORMED BY
FIRST-ENLISTMENT ACTIVE DUTY 392X0 PERSONNEL**

TASKS	PERCENT MEMBERS PERFORMING 392X0 (N=156)
G163 OPEN OR CLOSE REMOTE DEVICES	72
H200 MAINTAIN CAMS PRODUCTS	72
G143 CONDUCT AUTOMATED RECORDS REVIEWS	61
E107 MAKE ENTRIES ON AF FORMS 2410 (INSPECTION/TCTO PLANNING CHECKSHEET)	61
H212 SCHEDULE ACCOMPLISHMENT OF TCTOs	60
F135 REVIEW CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) DATA	59
H195 DISTRIBUTE MAINTENANCE PLANS OR SCHEDULES	59
H198 FORECAST INSPECTION OR TIME CHANGE REQUIREMENTS	58
E104 MAINTAIN AF TO FORMS 95 (SIGNIFICANT HISTORICAL DATA)	55
G144 CONDUCT MANUAL RECORDS REVIEWS	55
G154 LOAD INITIAL INSPECTION OR TIME CHANGE REQUIREMENTS INTO SYSTEM RECORDS	54
E102 INITIATE AF FORMS 2407 (WEEKLY/DAILY FLYING SCHEDULE COORDINATION)	52
G147 COORDINATE TCTOs WITH OTHER WORKCENTERS	51
H206 POST SCHEDULING INFORMATION ONTO VISUAL MEDIA, SUCH AS BOARDS OR CHARTS	51
H185 CONDUCT OR ATTEND DAILY MAINTENANCE PLANNING MEETINGS	51
G181 VALIDATE INSPECTION OR TIME CHANGE REQUIREMENTS IN SYSTEM RECORDS	50
H215 SCHEDULE REPLACEMENT OF TIME CHANGE ITEMS	49
H199 INITIATE SCHEDULED INSPECTIONS	48
G150 DETERMINE TCTO STATUS FOR ASSIGNED EQUIPMENT	47
G162 MAINTAIN RECORDS OF RECURRING INSPECTION TIMES OR DATES	47
G146 COORDINATE ON ITEMS REQUIRING MODIFICATION OR ACTION UNDER TCTOs	47
G142 COMPUTE DUE TIME ON NEWLY ADDED TIME CHANGE ITEMS	47
G148 COORDINATE TCTOs WITH PLANS AND SCHEDULING OR SUPPLY AGENCIES	47
G176 REVIEW OR MONITOR STATUS OF TCTO PROGRAMS	42
G155 LOAD OPERATIONAL EVENTS, SUCH AS FLYING SCHEDULES, INTO SYSTEM RECORDS	42
F120 COMPILE MAINTENANCE SCHEDULING EFFECTIVENESS DATA	42
G161 MAINTAIN OR UPDATE LONG RANGE PLANS	42
G152 INITIATE TIME CHANGE ACTIONS	42
H208 PREPLAN DAILY MAINTENANCE	41
H194 DEVELOP WEEKLY UTILIZATION OR MAINTENANCE SCHEDULES FOR AEROSPACE VEHICLES	40

TABLE 26

**REPRESENTATIVE TASKS PERFORMED BY
FIRST-ENLISTMENT ANG & AFRES 392X0 PERSONNEL**

TASKS	PERCENT MEMBERS PERFORMING 392X0 (N=73)
H200 MAINTAIN CAMS PRODUCTS	71
G163 OPEN OR CLOSE REMOTE DEVICES	68
F135 REVIEW CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) DATA	68
G147 COORDINATE TCTOs WITH OTHER WORKCENTERS	68
E104 MAINTAIN AFTO FORMS 95 (SIGNIFICANT HISTORICAL DATA)	67
H199 INITIATE SCHEDULED INSPECTIONS	66
G143 CONDUCT AUTOMATED RECORDS REVIEWS	63
G152 INITIATE TIME CHANGE ACTIONS	63
H215 SCHEDULE REPLACEMENT OF TIME CHANGE ITEMS	63
G148 COORDINATE TCTOs WITH PLANS AND SCHEDULING OR SUPPLY AGENCIES	63
G149 CORRECT AEROSPACE VEHICLE FLYING TIMES	62
E119 UPDATE TO FILES	62
G162 MAINTAIN RECORDS OF RECURRING INSPECTION TIMES OR DATES	62
G150 DETERMINE TCTO STATUS FOR ASSIGNED EQUIPMENT	62
G176 REVIEW OR MONITOR STATUS OF TCTO PROGRAMS	60
H198 FORECAST INSPECTION OR TIME CHANGE REQUIREMENTS	60
H212 SCHEDULE ACCOMPLISHMENT OF TCTOs	60
G157 LOAD TCTO REQUIREMENTS INTO SYSTEM RECORDS	59
G146 COORDINATE ON ITEMS REQUIRING MODIFICATION OR ACTION UNDER TCTOs	59
E100 FILE CORRESPONDENCE	58
H185 CONDUCT OR ATTEND DAILY MAINTENANCE PLANNING MEETINGS	58
G154 LOAD INITIAL INSPECTION OR TIME CHANGE REQUIREMENTS INTO SYSTEM RECORDS	58
G180 UPDATE EQUIPMENT OPERATING TIMES IN SYSTEM RECORDS	58
G181 VALIDATE INSPECTION OR TIME CHANGE REQUIREMENTS IN SYSTEM RECORDS	58
G142 COMPUTE DUE TIME ON NEWLY ADDED TIME CHANGE ITEMS	57
H208 PREPLAN DAILY MAINTENANCE	56
H207 PREPARE INSPECTION PACKAGES	56
E101 FILE SCHEDULED MAINTENANCE REPORTS	55
G144 CONDUCT MANUAL RECORDS REVIEWS	55
H184 ASSIGN OR ADJUST PRIORITIES FOR PLANNED OR PREPLANNED MAINTENANCE	52

Tasks having the highest TE ratings are listed in Table 27. Included for each task are the percentage of first-job and first-enlistment personnel performing and the TD rating. As illustrated in Table 27, tasks with the highest TE ratings deal with maintaining AFTO Forms 95, loading initial inspection or time change requirements into system records, and developing weekly utilization or maintenance schedules for aerospace vehicles and are performed by high percentages of first-job, first-enlistment personnel. All of the tasks listed in Table 27 were matched to either the STS or the POI.

Table 28 lists the tasks having the highest TD ratings. The percentage of first-enlistment, first-job, 5-, and 7-skill level personnel performing, and TE rating are also included for each task. Most tasks with high TD ratings are supervisory and administrative functions, are performed by quite low percentages of first-job, first-enlistment, 5-, and 7-skill level members, and have low TE ratings. The few technical tasks with high TD ratings also have high TE ratings and are performed by high percentages of survey respondents.

Various lists of tasks, accompanied by TE and TD ratings, are contained in the TRAINING EXTRACT package and should be reviewed in detail by technical school personnel. For a more detailed explanation of TE and TD ratings, see Task Factor Administration in the SURVEY METHODOLOGY section of this report.

Specialty Training Standard (STS)

Technical school personnel from the Sheppard Training Center matched job inventory tasks to sections and subsections of the Maintenance Scheduling Specialty STS and to the ABR39230 POI. Listings of the STS and POI were then produced, showing tasks matched, percent members performing the tasks, and TE and TE ratings for each matched task. These listings are included in the Training Extract sent to the school for review. Criteria set forth in ATCR 52-1 and ATCR 52-22, paragraph 3, were used to review the relevance of each STS element that had inventory tasks matched to it. Any element with matched tasks performed by 20 percent or more first-job, first-enlistment, 5-, or 7-skill level 392X0 members is considered to be supported and should be part of the STS.

AFSC 392X0 STS

Paragraphs 1 through 6 deal with general topics of security, supervision, training, technical publications, and maintenance management. Because paragraphs 1 through 6 deal with general topics, they were not reviewed. Paragraphs 7 through 10 cover the common aspects of the career ladder. These paragraphs include 60 individual line items, 54 of which have tasks matched.

Using standard criteria and percentages of first-job, first enlistment, 5-, and 7-skill level 392X0 members performing matched tasks, all but six items are supported by survey data. Four of the six unsupported items were in paragraph 10 Engine Data Management and included engine data management (paragraph 10), comprehensive engine management system (paragraph 10a),

TABLE 27

392X0 TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS

TASKS	TNG EMP	PERCENT MEMBERS PERFORMING			TSK DIFF
		1ST JOB	1ST ENL		
E104 MAINTAIN AF TO FORMS 95 (SIGNIFICANT HISTORICAL DATA)	6.73	58	59	4.49	
G154 LOAD INITIAL INSPECTION OR TIME CHANGE REQUIREMENTS INTO SYSTEM RECORDS	6.70	49	55	5.96	
H194 DEVELOP WEEKLY UTILIZATION OR MAINTENANCE SCHEDULES FOR AEROSPACE VEHICLES	6.43	41	40	6.92	
G157 LOAD TC TO REQUIREMENTS INTO SYSTEM RECORDS	6.30	40	36	5.49	
G142 COMPUTE DUE TIME ON NEWLY ADDED TIME CHANGE ITEMS	6.22	46	50	4.99	
G143 CONDUCT AUTOMATED RECORDS REVIEWS	6.16	54	62	4.59	
H198 FORECAST INSPECTION OR TIME CHANGE REQUIREMENTS	6.16	57	59	5.49	
F135 REVIEW CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) DATA	6.12	63	62	5.63	
H212 SCHEDULE ACCOMPLISHMENT OF TC TOs	6.10	55	60	4.84	
G150 DETERMINE TC TO STATUS FOR ASSIGNED EQUIPMENT	6.09	56	52	4.69	
G155 LOAD OPERATIONAL EVENTS, SUCH AS FLYING SCHEDULES, INTO SYSTEM RECORDS	6.03	47	44	4.88	
G141 COMPLETE AF FORMS 2001 (NOTIFICATION OF TC TO KIT REQUIREMENTS)	6.01	29	29	4.36	
E107 MAKE ENTRIES ON AF FORMS 2410 (INSPECTION/TC TO PLANNING CHECKSHEET)	6.01	59	60	4.07	
H215 SCHEDULE REPLACEMENT OF TIME CHANGE ITEMS	5.99	51	54	4.75	
G161 MAINTAIN OR UPDATE LONG RANGE PLANS	5.92	38	41	6.45	
H192 DEVELOP OPERATIONAL SCHEDULES, SUCH AS FLYING SCHEDULES	5.91	36	36	6.74	
G152 INITIATE TIME CHANGE ACTIONS	5.86	49	48	4.81	
H200 MAINTAIN CAMS PRODUCTS	5.83	67	72	4.49	
H190 DEVELOP MONTHLY UTILIZATION OR MAINTENANCE SCHEDULES FOR AEROSPACE VEHICLES	5.82	36	36	6.70	
H199 INITIATE SCHEDULED INSPECTIONS	5.78	52	53	4.67	

TE MEAN = 2.92 S.D. = 1.79 (High = 4.71)

TD MEAN = 5.00 S.D. = 1.00

TABLE 27 (CONTINUED)

392X0 TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS

TASKS	TNG	PERCENT MEMBERS			TSK
		PERFORMING			
		1ST	1ST	ENL	
	EMP	JOB			DIFF
G162 MAINTAIN RECORDS OF RECURRING INSPECTION TIMES OR DATES	5.77	46	52		5.10
F128 PREPARE GAIN, LOSS, OR TERMINATION MESSAGES	5.75	29	23		5.41
H213 SCHEDULE AEROSPACE VEHICLE INSPECTIONS	5.74	36	40		4.83
G144 CONDUCT MANUAL RECORDS REVIEWS	5.62	56	56		5.01
G181 VALIDATE INSPECTION OR TIME CHANGE REQUIREMENTS IN SYSTEM RECORDS	5.61	52	52		5.37
G176 REVIEW OR MONITOR STATUS OF TCTO PROGRAMS	5.58	51	49		5.15
G147 COORDINATE TCTOs WITH OTHER WORKCENTERS	5.51	53	57		5.13
E102 INITIATE AF FORMS 2407 (WEEKLY/DAILY FLYING SCHEDULE COORDINATION)	5.48	49	46		4.42
G149 CORRECT AEROSPACE VEHICLE FLYING TIMES	5.40	48	45		4.86
G146 COORDINATE ON ITEMS REQUIRING MODIFICATION OR ACTION UNDER TCTOs	5.39	48	52		5.36

TE MEAN = 2.92 S.D. = 1.79 (High = 4.71)

TD MEAN = 5.00 S.D. = 1.00

TABLE 28

SAMPLE OF 392X0 TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

TASKS	TSK DIFF	1ST JOB	PERCENT MEMBERS PERFORMING				TNG EMP
			1ST ENL	39250	39270		
A4	7.83	4	3	3	8	.53	
C43	7.15	2	3	2	4	.22	
D95	7.11	1	1	3	4	.39	
C69							
WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS, OTHER THAN TRAINING REPORTS							
D80	7.03	3	3	5	17	1.01	
H188	7.03	3	3	4	7	.19	
H194	6.99	5	6	7	18	3.13	
DEVELOP COURSE CURRICULA OR PLANS OF INSTRUCTION (POIs)							
DEVELOP EMERGENCY WAR ORDER (EWO) PLANS							
DEVELOP WEEKLY UTILIZATION OR MAINTENANCE SCHEDULES FOR AEROSPACE VEHICLES							
D75	6.92	41	40	42	50	6.43	
D81	6.90	1	1	3	4	.32	
H192	6.75	2	2	5	14	1.13	
C68	6.74	36	36	34	42	5.91	
H190	6.72	1	2	1	5	.73	
DEVELOP MONTHLY UTILIZATION OR MAINTENANCE SCHEDULES FOR AEROSPACE VEHICLES							
H182	6.70	36	36	38	51	5.82	
ADJUST OR COORDINATE SCHEDULES TO MEET EMERGENCY OR PRIORITY MAINTENANCE OR OPERATIONAL FLYING REQUIREMENTS							
D84	6.66	39	40	43	57	5.29	
G161	6.52	2	2	2	4	.31	
C65	6.45	38	41	42	53	5.92	
D77	6.38	2	2	1	4	.57	
C51	6.36	0	1	2	4	.32	
CONDUCT TRAINING CONFERENCES							
EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, OR RECLASSIFICATION							
	6.30	4	4	16	32	1.22	

TD MEAN = 5.00 S.D. = 1.00

TE MEAN = 2.92 S.D. = 1.79 (HIGH = 4.71)

TABLE 28 (CONTINUED)

SAMPLE OF 392X0 TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

TASKS	PERCENT MEMBERS					
	TSK DIFF	1ST JOB	PERFORMING			TNG EMP
			1ST ENL	39250	39270	
C45	6.29	1	3	7	16	1.12
D82	6.27	3	6	12	29	1.88
D74	6.25	5	5	8	18	2.16
D85	6.24	0	0	2	3	.16
D73	6.23	12	18	39	55	3.44
B33	6.23	9	11	12	31	2.77
B39						
CONDUCT STAFF ASSISTANCE VISITS						
DIRECT OR IMPLEMENT OJT PROGRAMS						
CONDUCT PROFICIENCY TRAINING PROGRAMS						
EVALUATE COURSE CURRICULUM OR POIs						
CONDUCT OJT						
PREPARE OR UPDATE CONTINGENCY PLANS						
SUPERVISE MAINTENANCE SCHEDULING SUPERINTENDENTS						
(AFSC 39290)						
C47	6.21	2	2	1	5	.19
I221	6.21	1	2	2	6	.55
EVALUATE BUDGET OR FINANCIAL REQUIREMENTS						
MAINTAIN COMPREHENSIVE ENGINE MANAGEMENT SYSTEM (CEMS)						
DATA						
C66	6.19	17	16	15	20	4.51
G159	6.13	1	2	38	46	2.21
C61	6.12	3	4	3	7	2.26
	6.08	2	5	4	15	1.70
EVALUATE UNIT ALERT OR EMERGENCY PROCEDURES						

TD MEAN = 5.00 S.D. = 1.00

TE MEAN = 2.92 S.D. = 1.79 (HIGH = 4.71)

multiple tracked equipment transactions (paragraph 10c), and reconciliation procedures (sub-paragraph 10d(1)). Another unsupported item was paragraph 7a(3) and concerns maintenance assistance from the Air Force Materiel Command. The final unsupported item was paragraph 8i which deals with determining procedures for generation flow plans. These six unmatched items, with accompanying survey data, are listed in Table 29.

One STS item, paragraph 9e(8), deals with performing adjustments on hydraulic systems. It is matched to tasks performed by very high percentages of criterion group members and has high TE and TD ratings, but has a dash (-) training code, meaning students in the entry-level course are not taught how to adjust certain items. Because these functions are not taught in the entry-level course, but are performed by high percentages of personnel, training personnel need to ensure they are adequately covered by the OJT curriculum and may consider adding these tasks into the entry-level course.

There are a few technical tasks performed by more than 20 percent of all respondents that are not matched to STS elements (see Table 30). These tasks deal with projecting maintenance requirements and utilization, assembling documentation records for mobilization, preparing AFTO Forms 290 (Aerospace Vehicle Delivery Receipt), updating engine status in systems records, and filing scheduled maintenance reports. Training personnel and SMEs should consider these and other unreferenced tasks to assure proper training is available.

Plan of Instruction (POI)

Job inventory tasks were matched to related learning objectives in POI C3ABR39230-002, dated 4 March 1992, with assistance from technical school SMEs. The method employed was similar to that of the STS analysis. The data examined included percent members performing data for first-enlistment (1-48 months' TAFMS) personnel and TE and TD ratings. ATI ratings for each task were also used.

POI blocks, units of instruction, and learning objectives were compared to the standards set forth in Attachment 1, ATCR 52-22, dated 17 February 1989 (30 percent or more of the criterion first-job or first-enlistment group members performing tasks, along with sufficiently high TE and TD ratings on those tasks). By this guidance, learning objectives in the course which do not meet these criteria should be considered for elimination from the formal course, if not justified on some other acceptable basis.

Review of the tasks matched to the POI reveals that of the 45 matched learning objectives, 7 were not supported by OSR data. Three of the seven unsupported learning objectives are contained in block 6 Engine Tracking, which is concentrated on comprehensive engine management systems (CEMS), engine/module initialization data, and reconciliation procedures. Two unsupported learning objectives were found in block 4 Documentation III and were focused on preparation of gain, loss, and termination messages and the transfer/acceptance of aerospace vehicles. Another unsupported item was found in block 2 Documentation I and included the use of a TO IF-16C-6, a Job Standard Master Listing (JML), and other pertinent data to identify

TABLE 29

EXAMPLES OF STS ITEMS NOT SUPPORTED BY OSR DATA

STS REFERENCE/TASKS	3LVL COURSE PROF CODE	TNG EMP	PERCENT MEMBERS PERFORMING			
			1ST ENL (N=231)	5-SKILL LEVEL (N=599)	7-SKILL LEVEL (N=549)	TSK DIF
<hr/>						
7. MAINTENANCE AND INSPECTIONS						
7a(3) Maintenance assistance from the Air Force Logistics Command (AFLC)	-					
M211 Request depot-level assistance using TO 00-25-107		3.31	6	7	19	5.84
<hr/>						
8. PLANNING AND SCHEDULING/AUTOMATED SCHEDULING MODULE (ASM)						
8i. Determine procedures for generation flow plans	-					
H188 Develop emergency war order (EWO) plans		3.13	6	5	16	6.99
<hr/>						
10. ENGINE DATA MANAGEMENT						
I222 Maintain engine change forecasts on visual media, such as boards or charts		3.78	13	10	18	4.01

TD MEAN = 5.00 S.D. = 1.00

TE MEAN = 2.92 S.D. = 1.79 (HIGH = 4.71)

TABLE 29 (CONTINUED)

EXAMPLES OF STS ITEMS NOT SUPPORTED BY OSR DATA

STS REFERENCE/TASKS	3LVL COURSE PROF CODE	TNG EMP	PERCENT MEMBERS PERFORMING			
			1ST ENL (N=231)	5-SKILL LEVEL (N=599)	7-SKILL LEVEL (N=549)	TSK DIF
10a. Comprehensive engine management system	A					
I221 Maintain comprehensive engine management system (CEMS) data		4.51	16	14	19	6.19
I220 Forecast major engine time changes		4.44	16	15	23	5.22
I219 Forecast major engine inspections		4.45	15	13	20	5.15
10c. Multiple tracked equipment transactions						
I220 Forecast major engine time changes		4.44	16	15	23	5.22
I219 Forecast major engine inspections		4.45	15	13	20	5.15
10d(1). Reconciliation procedures	A					
I224 Perform data base reconciliation for configuration procedures		3.36	11	7	15	5.59

TD MEAN = 5.00 S.D. = 1.00

TE MEAN = 2.92 S.D. = 1.79 (HIGH = 4.71)

TABLE 30

EXAMPLES OF TECHNICAL TASKS WITH HIGH TD PERFORMED BY 20 PERCENT OR MORE AFSC 392X0 GROUP MEMBERS AND NOT REFERENCED TO THE STS

TASKS	PERCENT MEMBERS PERFORMING				TNG EMP	TASK DIF
	1ST JOB (N=98)	1ST ENL (N=231)	DAFSC 39250 (N=599)	DAFSC 39270 (N=549)		
H210 PROJECT MAINTENANCE REQUIREMENTS	36	37	35	46	4.47	5.94
H209 PROJECT CONTRACT MAINTENANCE REQUIREMENTS OR UTILIZATION	15	18	14	23	2.53	5.61
G139 ASSEMBLE DOCUMENTATION RECORDS FOR MOBILIZATION	24	25	23	35	4.08	5.04
H212 SCHEDULE ACCOMPLISHMENT OF TCIOs	55	60	60	60	6.10	4.84
G169 PREPARE AF TO FORMS 290 (AEROSPACE VEHICLE DELIVERY RECEIPT)	20	18	18	28	3.92	4.79
I230 UPDATE ENGINE STATUS IN SYSTEM RECORDS	18	18	14	20	4.00	4.79
G167 PREPARE AF FORMS 2692 (AIRCRAFT/MISSILE EQUIPMENT TRANSFER/SHIPPING LISTING)	15	14	15	25	3.65	4.65
G151 INITIATE AF TO FORMS 345 (AEROSPACE VEHICLE TRANSFER INSPECTION CHECKLIST AND CERTIFICATION)	16	14	14	27	3.75	4.61
E113 PREPARE OR REVIEW EQUIPMENT SHIPPING DOCUMENTS	24	24	27	31	2.31	4.21
G140 ASSIGN END-ITEM-EQUIPMENT IDENTIFICATION (ID) NUMBERS	17	14	18	22	2.43	3.87
H183 ASSIGN BLOCKS OF JOB CONTROL NUMBERS TO FUNCTIONAL USERS	34	34	24	30	2.79	3.61
E101 FILE SCHEDULED MAINTENANCE REPORTS	40	44	43	51	3.87	2.09

TE MEAN = 2.92 S.D. = 1.79 (High = 4.71)

TD MEAN = 5.00 S.D. = 1.00

inspection requirements. The last unsupported learning objective was found in block 1 Automated Maintenance Management Systems. A sample of these objectives is in Table 31, along with the accompanying job inventory task and survey data.

Many technical tasks performed by over 30 percent of first-enlistment personnel were not matched to the POI. These tasks included coordinating TCTOs, loading time change and inspection requirements into the system, maintaining CAMS products, projecting maintenance requirements, and correcting aerospace vehicle flying times. A more complete list of these tasks, with survey data, appears in Table 32. In addition to many members performing these functions, several of these tasks are rated high in TE and TD. Training personnel and SMEs should review these and other unreferenced tasks to determine if training should be provided in the formal course.

JOB SATISFACTION ANALYSIS

An examination of job satisfaction indicators can give career ladder managers a better understanding of factors that may affect the job performance of career ladder airmen. Therefore, the survey booklet included questions about job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions. The responses of the current survey sample were then analyzed by making several comparisons: (1) among TAFMS groups of both active duty and ANG & AFRES personnel and a comparative sample of respondents from other Mission Support career fields recently surveyed, (2) between current and previous survey TAFMS groups, and (3) across those clusters and jobs identified in the SPECIALTY JOBS section of this report.

Tables 33 and 34 compare first-enlistment (1-48 months' TAFMS), second-enlistment (49-96 months' TAFMS), and career (97+ months' TAFMS) group data to corresponding enlistment groups from other Mission Support AFSCs surveyed during the previous calendar year. These data give a relative measure of how the job satisfaction of AFSC 392X0 personnel compares with similar Air Force specialties. Active duty Maintenance Scheduling personnel (Table 33) reported generally higher job satisfaction than members of the comparative sample. However, the career group rated their perceived use of talent and sense of accomplishment for job lower than that of the comparative sample career group. Overall, satisfaction for all three TAFMS groups is still relatively high. ANG & AFRES personnel (Table 34) also showed a higher job satisfaction than members of the comparative sample. It should be noted, however, that there are no current ANG & AFRES comparable samples, so active duty data were used. Satisfaction ratings by ANG & AFRES were similar to the active duty respondents and show a relatively high satisfaction rating. The percentages of positive responses in these comparisons reflect a career ladder where personnel appear to be quite satisfied with their jobs.

TABLE 31

EXAMPLES OF POI OBJECTIVES NOT SUPPORTED BY OSR DATA

POI OBJECTIVES/TASKS	TNG EMP*	PERCENT MEMBERS PERFORMING				TSK ATI	DIF**
		IST (N=98)	JOB (N=98)	ENL (N=231)	IST		
I 7a. Without the use of reference materials, identify selected facts pertaining to key data elements of the automated maintenance management system. At least six out of eight facts must be identified correctly.							
F124 Establish aerospace vehicle identification numbers	2.05	6	5	1		4.03	
II 2c. Given a TO IF-16C-6, a Job Standard Master Listing (JML) and pertinent data, identify inspection requirements. Seven out of ten requirements must be identified correctly and no instructor assists will be permitted.							
F127 Identify or correct aerospace vehicle source document errors	3.44	23	24	7		5.55	
IV 2a. Without the use of reference materials, identify selected facts about the preparation of a gain, loss, and termination message. At least three out of four facts must be identified correctly.							
F128 Prepare gain, loss, or termination messages	5.75	29	23	7		5.41	

TE MEAN = 2.92 S.D. = 1.79 (High = 4.71)

TD MEAN = 5.00 S.D. = 1.00

TABLE 31 (CONTINUED)

EXAMPLES OF POI OBJECTIVES NOT SUPPORTED BY OSR DATA

POBJECTIVES/TASKS	PERCENT MEMBERS PERFORMING					TSK ATI	DIF**
	TNG EMP**	IST JOB (N=98)	IST ENL (N=231)				
<hr/>							
IV 2c. Without the use of reference materials, identify selected facts about the transfer/acceptance of aerospace vehicles. At least three out of four facts must be identified correctly.							
G151 Initiate AFTO Forms 345 (Aerospace Vehicle Transfer Inspection Checklist and Certification)	3.75	16	14	2	4.61		
G167 Prepare AF Forms 2692 (Aircraft/Missile Equipment Transfer/Shipping Listing)	3.65	15	14	2	4.65		
<hr/>							
VI 1a. Without the use of reference materials, identify selected facts about Comprehensive Engine Management System (CEMS). At least six out of eight facts must be identified correctly.							
I221 Maintain comprehensive engine management system (CEMS) data	4.51	17	16	11	6.19		
<hr/>							
VI 1c. Without the use of reference materials, identify selected facts about processing of engine/module initialization data. At least five out of seven facts must be identified correctly.							
I229 Process engine or module initialization data	4.04	17	15	11	6.00		

TE MEAN = 2.92 S.D. = 1.79 (High = 4.71)

TD MEAN = 5.00 S.D. = 1.00

TABLE 31 (CONTINUED)

EXAMPLES OF POI OBJECTIVES NOT SUPPORTED BY OSR DATA

<u>POBJECTIVES/TASKS</u>	PERCENT MEMBERS <u>PERFORMING</u>				<u>TSK</u> <u>ATI</u>	<u>DIF**</u>
	<u>TNG</u> <u>EMP*</u>	<u>IST</u>	<u>JOB</u>	<u>ENL</u>		
		<u>(N=98)</u> <u>(N=231)</u>				
<hr/>						
VI 1g. Without the use of reference materials, identify selected facts about data base reconciliation procedures for configuration. At least five out of seven facts must be identified correctly.						
1224 Perform data-base reconciliation for configuration procedures	3.36	13	11	7	5.59	

TE MEAN = 2.92 S.D. = 1.79 (High = 4.71)
 TD MEAN = 5.00 S.D. = 1.00

TABLE 32

EXAMPLES OF TECHNICAL TASKS PERFORMED BY 30 PERCENT OR MORE
AFSC 392X0 GROUP MEMBERS AND NOT REFERENCED TO THE POI

<u>TASKS</u>	<u>TNG</u> <u>EMP</u>	<u>1ST JOB</u> <u>(N=98)</u>	<u>1ST ENL</u> <u>(N=231)</u>	<u>ATI</u>	<u>TSK</u> <u>DIF</u>
G147 COORDINATE TCTO: WITH OTHER WORKCENTERS	5.51	53	57	17	5.13
G154 LOAD INITIAL INSPECTION OR TIME CHANGE REQUIREMENTS INTO SYSTEM RECORDS	6.70	49	55	17	5.96
H200 MAINTAIN CAMS PRODUCTS	5.83	67	72	16	4.49
F120 COMPILE MAINTENANCE SCHEDULING EFFECTIVENESS DATA	4.88	31	35	15	5.23
G153 INPUT OR UPDATE CURRENT INVENTORY DATA ON ASSIGNED EQUIPMENT	4.48	35	33	15	5.27
G157 LOAD TCTO REQUIREMENTS INTO SYSTEM RECORDS	6.30	40	36	15	5.49
H210 PROJECT MAINTENANCE REQUIREMENTS	4.47	36	37	15	5.94
E101 FILE SCHEDULED MAINTENANCE REPORTS	3.87	40	44	14	2.09
G149 CORRECT AEROSPACE VEHICLE FLYING TIMES	5.40	48	45	14	4.86
G166 POST STATUS OF DOCUMENTATION EVENTS ONTO VISUAL MEDIA, SUCH AS CHARTS OR BOARDS	3.90	33	31	14	3.06
H218 VERIFY OPERATIONAL DATA, SUCH AS FLYING HOURS, FROM OTHER AGENCIES	3.79	30	28	14	4.89
H183 ASSIGN BLOCKS OF JOB CONTROL NUMBERS TO FUNCTIONAL USERS SYSTEMS	2.79	34	34	1	3.61

TE MEAN = 2.92 S.D. = 1.79 (High = 4.71)

TD MEAN = 5.00 S.D. = 1.00

TABLE 33

COMPARISON OF JOB SATISFACTION INDICATORS FOR ACTIVE DUTY AFSC 392X0
TAFMS GROUPS IN CURRENT SURVEY TO A COMPARATIVE SAMPLE
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MONTHS TAFMS</u>		<u>49-96 MONTHS TAFMS</u>		<u>97+ MONTHS TAFMS</u>	
	<u>COMP</u>		<u>COMP</u>		<u>COMP</u>	
	392X0	SAMPLE	392X0	SAMPLE	392X0	SAMPLE
	(N=156)	(N=3,169)	(N=280)	(N=2,215)	(N=468)	(N=3,431)
<u>EXPRESSED JOB INTEREST</u>						
INTERESTING	76	51	74	56	71	70
SO-SO	15	19	18	18	16	15
DULL	9	30	9	26	13	15
<u>PERCEIVED USE OF TALENTS</u>						
FAIRLY WELL TO PERFECT	76	60	80	66	78	77
NONE TO VERY LITTLE	24	40	20	34	22	23
<u>PERCEIVED USE OF TRAINING</u>						
FAIRLY WELL TO PERFECT	85	78	78	76	74	77
NONE TO VERY LITTLE	15	22	22	24	26	23

* Denotes less than 1 percent

TABLE 33 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS FOR ACTIVE DUTY AFSC 392X0
TAFMS GROUPS IN CURRENT SURVEY TO A COMPARATIVE SAMPLE
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MONTHS TAFMS</u>		<u>49-96 MONTHS TAFMS</u>		<u>97+ MONTHS TAFMS</u>	
	392X0 (N=156)	COMP SAMPLE (N=3,169)	392X0 (N=280)	COMP SAMPLE (N=2,215)	392X0 (N=468)	COMP SAMPLE (N=3,431)
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>						
SATISFIED	74	50	74	54	68	65
NEUTRAL	11	17	8	14	7	11
DISSATISFIED	15	33	18	31	25	24
<u>REENLISTMENT INTENTIONS</u>						
YES OR PROBABLY YES	61	47	76	63	66	71
NO OR PROBABLY NO	39	53	24	36	8	10
WILL RETIRE	0	0	0	1	26	18

* Denotes less than 1 percent

TABLE 34

COMPARISON OF JOB SATISFACTION INDICATORS FOR ANG & AFRES AFSC 392X0
TAFMS GROUPS IN CURRENT SURVEY TO A COMPARATIVE SAMPLE
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MONTHS TAFMS</u>		<u>49-96 MONTHS TAFMS</u>		<u>97+ MONTHS TAFMS</u>	
	COMP		COMP		COMP	
	392X0	SAMPLE	392X0	SAMPLE	392X0	SAMPLE
	(N=73)	(N=3,169)	(N=62)	(N=2,215)	(N=234)	(N=3,431)
<u>EXPRESSED JOB INTEREST</u>						
INTERESTING	86	51	76	56	95	70
SO-SO	10	19	19	18	3	15
DULL	4	30	5	26	2	15
<u>PERCEIVED USE OF TALENTS</u>						
FAIRLY WELL TO PERFECT	90	60	81	66	92	77
NONE TO VERY LITTLE	10	40	19	34	8	23
<u>PERCEIVED USE OF TRAINING</u>						
FAIRLY WELL TO PERFECT	95	78	89	76	94	77
NONE TO VERY LITTLE	5	22	11	24	6	23

TABLE 34 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS FOR ANG & AFRES AFSC 392X0
TAFMS GROUPS IN CURRENT SURVEY TO A COMPARATIVE SAMPLE
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MONTHS TAFMS</u>		<u>49-96 MONTHS TAFMS</u>		<u>97+ MONTHS TAFMS</u>	
	392X0 (N=73)	COMP SAMPLE (N=3,169)	392X0 (N=62)	COMP SAMPLE (N=2,215)	392X0 (N=234)	COMP SAMPLE (N=3,431)
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>						
SATISFIED	86	50	74	54	90	65
NEUTRAL	9	17	15	14	5	11
DISSATISFIED	4	33	11	31	5	24
<u>REENLISTMENT INTENTIONS</u>						
YES OR PROBABLY YES	88	47	89	63	85	71
NO OR PROBABLY NO	7	53	11	36	5	10
WILL RETIRE	5	0	0	1	10	18

An indication of changes in job satisfaction perceptions within the career ladder is provided in Table 35, which presents TAFMS group data for 1992 survey respondents and data from respondents to the last OSR of the career ladder in 1987 (AFSC 392X0). Generally, perceptions of job satisfaction have remained constant for all TAFMS groups when compared to the AFSC 392X0 sample. Second-enlistment personnel decrease in perceived use of training and talents, while career group personnel show a marked increase for plans of retirement. Overall, job satisfaction has remained stable within the career ladder.

Table 36 presents job satisfaction data for active duty members with the major jobs identified in the career ladder structure for AFSC 392X0. An examination of these data may reveal indications of concern to functional managers. Job satisfaction indicators for the specialty job groups suggest that members of the Engine Management job, Planning and Scheduling Monitor job, AVDA job, and the Firstline Supervisor cluster are most satisfied. Only 2 of the 10 specialty job groups indicated a low degree of satisfaction. These were the TMDE Monitor and the Time Change Monitor jobs. These two groups constitute less than 5 percent of the total survey sample, and personnel performing the TMDE job are essentially working out of the specialty. Table 37 presents job satisfaction data for ANG & AFRES members with the major jobs identified in the career ladder structure. Job satisfaction indicators suggest there are no major problems with the satisfaction of ANG & AFRES incumbents.

IMPLICATIONS

As explained in the INTRODUCTION, this survey was conducted primarily to provide training personnel with current information on the Maintenance Scheduling career ladder for use in reviewing current training programs and training documents. Data compiled from this survey support the current structure of the AFSC 392X0 career ladder. The present classification structure, as described by the AFR 39-1 Specialty Descriptions, accurately portrays the jobs in this study.

Analysis of career ladder documents indicates both the STS and POI contain a few unsupported paragraphs and learning objectives. A few of the unsupported areas in both documents are directly related (CEMS and reconciliation procedures) and should be reviewed to determine if their inclusion in future revisions of these documents is warranted.

No serious job satisfaction problems appear to exist within this specialty. Overall, job satisfaction responses were almost all higher than those of a comparative sample of similar Air Force personnel surveyed in 1992.

TABLE 35

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 392X0
TAFMS GROUPS IN CURRENT SURVEY TO 1987 392X0 SURVEY
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MONTHS TAFMS</u>		<u>49-96 MONTHS TAFMS</u>		<u>97+ MONTHS TAFMS</u>	
	<u>1992</u>	<u>1987</u>	<u>1992</u>	<u>1987</u>	<u>1992</u>	<u>1987</u>
<u>EXPRESSED JOB INTEREST</u>						
INTERESTING	76	70	74	70	71	72
SO-SO	15	20	18	18	16	16
DULL	9	10	9	10	13	11
<u>PERCEIVED USE OF TALENTS</u>						
FAIRLY WELL TO PERFECT	76	62	80	83	78	80
NONE TO VERY LITTLE	24	36	20	17	22	20
<u>PERCEIVED USE OF TRAINING</u>						
FAIRLY WELL TO PERFECT	85	80	78	79	74	76
NONE TO VERY LITTLE	15	20	22	21	26	24

* Denotes less than 1 percent

Choice not offered in previous study

TABLE 35 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 392X0
TAFMS GROUPS IN CURRENT SURVEY TO 1987 392X0 SURVEY
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MONTHS TAFMS</u>		<u>49-96 MONTHS TAFMS</u>		<u>97+ MONTHS TAFMS</u>	
	<u>1992</u>	<u>1987</u>	<u>1992</u>	<u>1987</u>	<u>1992</u>	<u>1987</u>
<u>REENLISTMENT INTENTIONS</u>						
YES OR PROBABLY YES	61	*	77	*	66	26
NO OR PROBABLY NO	39	64	33	71	8	
WILL RETIRE	0	34	0	27	26	10

* Denotes less than 1 percent

Choice not offered in previous study

TABLE 36

**JOB SATISFACTION INDICATORS FOR ACTIVE DUTY AFSC 392X0 JOBS
(PERCENT MEMBERS RESPONDING)**

	MAINTENANCE SCHEDULER CLUSTER (N=519)	TCTO MONITOR JOB (N=64)	ENGINE MANAGEMENT JOB (N=14)	PLANNING & SCHEDULING MONITOR JOB (N=7)
<u>EXPRESSED JOB INTEREST</u>				
INTERESTING	75	75	93	86
SO-SO	16	19	0	14
DULL	9	6	7	0
<u>PERCEIVED USE OF TALENTS</u>				
FAIRLY WELL TO PERFECT	83	87	86	71
NONE TO VERY LITTLE	17	13	14	29
<u>PERCEIVED USE OF TRAINING</u>				
FAIRLY WELL TO PERFECT	85	86	79	57
NONE TO VERY LITTLE	15	14	21	43

TABLE 36 (CONTINUED)

JOB SATISFACTION INDICATORS FOR ACTIVE DUTY AFSC 392X0 JOBS
(PERCENT MEMBERS RESPONDING)

	MAINTENANCE SCHEDULER CLUSTER (N=519)	TCTO MONITOR JOB (N=64)	ENGINE MANAGEMENT JOB (N=14)	PLANNING & SCHEDULING MONITOR JOB (N=7)
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>				
SATISFIED	72	75	79	71
NEUTRAL	8	9	0	0
DISSATISFIED	19	16	21	29
<u>REENLISTMENT INTENTIONS</u>				
YES OR PROBABLY YES	70	75	71	71
NO OR PROBABLY NO	18	17	21	14
WILL RETIRE	11	8	7	14

TABLE 36 (CONTINUED)

**JOB SATISFACTION INDICATORS FOR ACTIVE DUTY AFSC 392X0 JOBS
(PERCENT MEMBERS RESPONDING)**

	AEROSPACE VEHICLE DATA ANALYSIS JOB (N=16)	TMDE MONITOR JOB (N=45)	TIME CHANGE MONITOR JOB (N=15)	FIRSTLINE SUPERVISOR CLUSTER (N=88)
<u>EXPRESSED JOB INTEREST</u>				
INTERESTING	81	47	67	80
SO-SO	19	29	13	10
DULL	0	24	20	10
<u>PERCEIVED USE OF TALENTS</u>				
FAIRLY WELL TO PERFECT	94	49	60	83
NONE TO VERY LITTLE	6	51	40	17
<u>PERCEIVED USE OF TRAINING</u>				
FAIRLY WELL TO PERFECT	94	29	73	80
NONE TO VERY LITTLE	6	71	27	20

TABLE 36 (CONTINUED)

JOB SATISFACTION INDICATORS FOR ACTIVE DUTY AFSC 392X0 JOBS
(PERCENT MEMBERS RESPONDING)

	AEROSPACE VEHICLE DATA ANALYSIS JOB (N=16)	TMDE MONITOR JOB (N=45)	7 1/2 CHANGE NITOR JOB (N=15)	FIRSTLINE SUPERVISOR CLUSTER (N=88)
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>				
SATISFIED	81	56	53	75
NEUTRAL	13	16	7	6
DISSATISFIED	6	29	40	19
<u>REENLISTMENT INTENTIONS</u>				
YES OR PROBABLY YES	69	73	67	52
NO OR PROBABLY NO	13	18	33	5
WILL RETIRE	19	9	0	43

TABLE 37

**JOB SATISFACTION INDICATORS FOR ANG & AFRES AFSC 392X0 JOBS
(PERCENT MEMBERS RESPONDING)**

	MAINTENANCE SCHEDULER CLUSTER (N=229)	TCTO MONITOR JOB (N=3)	ENGINE MANAGEMENT JOB (N=12)	PLANNING & SCHEDULING MONITOR JOB (N=3)
<u>EXPRESSED JOB INTEREST</u>				
INTERESTING	93	100	83	100
SO-SO	5	0	8	0
DULL	2	0	8	0
<u>PERCEIVED USE OF TALENTS</u>				
FAIRLY WELL TO PERFECT	94	100	66	100
NONE TO VERY LITTLE	6	0	34	0
<u>PERCEIVED USE OF TRAINING</u>				
FAIRLY WELL TO PERFECT	97	100	75	100
NONE TO VERY LITTLE	3	0	25	0

TABLE 37 (CONTINUED)

JOB SATISFACTION INDICATORS FOR ANG & AFRES AFSC 392X0 JOBS
(PERCENT MEMBERS RESPONDING)

	MAINTENANCE SCHEDULER CLUSTER (N=229)	TCTO MONITOR JOB (N=3)	ENGINE MANAGEMENT JOB (N=12)	PLANNING & SCHEDULING MONITOR JOB (N=3)
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>				
SATISFIED	90	100	75	67
NEUTRAL	6	0	16	0
DISSATISFIED	3	0	8	33
<u>REENLISTMENT INTENTIONS</u>				
YES OR PROBABLY YES	90	100	83	100
NO OR PROBABLY NO	5	0	0	0
WILL RETIRE	5	0	8	0

TABLE 37 (CONTINUED)

**JOB SATISFACTION INDICATORS FOR ANG & AFRES AFSC 392X0 JOBS
(PERCENT MEMBERS RESPONDING)**

	AEROSPACE VEHICLE DATA ANALYSIS JOB (N=2)	FIRSTLINE SUPERVISOR CLUSTER (N=27)	ANG & AFRES PRODUCTION CONTROLLER JOB (N=16)	ANG & AFRES PLANS & SCHEDULING MANAGER JOB (N=16)
<u>EXPRESSED JOB INTEREST</u>				
INTERESTING	50	100	88	94
SO-SO	50	0	6	6
DULL	0	0	6	0
<u>PERCEIVED USE OF TALENTS</u>				
FAIRLY WELL TO PERFECT	100	96	94	87
NONE TO VERY LITTLE	0	4	6	13
<u>PERCEIVED USE OF TRAINING</u>				
FAIRLY WELL TO PERFECT	100	96	81	87
NONE TO VERY LITTLE	0	4	19	13

TABLE 37 (CONTINUED)

JOB SATISFACTION INDICATORS FOR ANG & AFRES AFSC 392X0 JOBS
(PERCENT MEMBERS RESPONDING)

	AEROSPACE VEHICLE DATA ANALYSIS JOB (N=2)	FIRSTLINE SUPERVISOR CLUSTER (N=27)	ANG & AFRES PRODUCTION CONTROLLER JOB (N=16)	ANG & AFRES PLANS & SCHEDULING MANAGER JOB (N=16)
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>				
SATISFIED	50	93	88	88
NEUTRAL	50	7	0	13
DISSATISFIED	0	0	13	0
<u>REENLISTMENT INTENTIONS</u>				
YES OR PROBABLY YES	100	71	94	81
NO OR PROBABLY NO	0	4	6	6
WILL RETIRE	0	15	0	13

APPENDIX A

**REPRESENTATIVE TASKS PERFORMED BY
MEMBERS OF CAREER LADDER JOBS**

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TABLE A1
MAINTENANCE SCHEDULER CLUSTER
(STG100)

TASKS	PERCENT PERFORMING	
	ACTIVE DUTY (N=519)	ANG & AFRES (N=229)
G163 OPEN OR CLOSE REMOTE DEVICES	91	90
H200 MAINTAIN CAMS PRODUCTS	87	88
E107 MAKE ENTRIES ON AF FORMS 2410 (INSPECTION/TCTO PLANNING CHECKSHEET)	84	81
H212 SCHEDULE ACCOMPLISHMENT OF TCTOS	80	88
E104 MAINTAIN AFTO FORMS 95 (SIGNIFICANT HISTORICAL DATA)	79	92
H198 FORECAST INSPECTION OR TIME CHANGE REQUIREMENTS	79	84
G147 COORDINATE TCTOS WITH OTHER WORKCENTERS	77	85
G143 CONDUCT AUTOMATED RECORDS REVIEWS	76	83
F135 REVIEW CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) DATA	75	87
G181 VALIDATE INSPECTION OR TIME CHANGE REQUIREMENTS IN SYSTEM RECORDS	73	87
G162 MAINTAIN RECORDS OF RECURRING INSPECTION TIMES OR DATES	72	85
G161 MAINTAIN OR UPDATE LONG RANGE PLANS	71	68
G154 LOAD INITIAL INSPECTION OR TIME CHANGE REQUIREMENTS INTO SYSTEM RECORDS	71	82
H195 DISTRIBUTE MAINTENANCE PLANS OR SCHEDULES	70	67
G146 COORDINATE ON ITEMS REQUIRING MODIFICATION OR ACTION UNDER TCTOS	69	83
G176 REVIEW OR MONITOR STATUS OF TCTO PROGRAMS	68	83
H206 POST SCHEDULING INFORMATION ONTO VISUAL MEDIA, SUCH AS BOARDS OR CHARTS	67	68
G144 CONDUCT MANUAL RECORDS REVIEWS	66	81
E102 INITIATE AF FORMS 2407 (WEEKLY/DAILY FLYING SCHEDULE COORDINATION)	66	50
G148 COORDINATE TCTOS WITH PLANS AND SCHEDULING OR SUPPLY AGENCIES	65	83
H194 DEVELOP WEEKLY UTILIZATION OR MAINTENANCE SCHEDULES FOR AEROSPACE VEHICLES	64	60
H207 PREPARE INSPECTION PACKAGES	64	80
G150 DETERMINE TCTO STATUS FOR ASSIGNED EQUIPMENT	64	84
H213 SCHEDULE AEROSPACE VEHICLE INSPECTIONS	63	69
G152 INITIATE TIME CHANGE ACTIONS	63	84
H186 CONDUCT PREINSPECTION MEETINGS	63	72
B18 ADVISE MANAGEMENT ON EQUIPMENT MAINTENANCE OR UTILIZATION	61	68
H182 ADJUST OR COORDINATE SCHEDULES TO MEET EMERGENCY OR PRIORITY MAINTENANCE OR OPERATIONAL FLYING REQUIREMENTS	61	69
H190 DEVELOP MONTHLY UTILIZATION OR MAINTENANCE SCHEDULES FOR AEROSPACE VEHICLES	60	62
H202 MONITOR AUTOMATED DELAYED DISCREPANCY FILES	60	50

TABLE A2
TCTO MONITOR JOB
(STG159)

<u>TASKS</u>	<u>PERCENT PERFORMING</u>	
	<u>ACTIVE DUTY (N=64)</u>	<u>ANG & AFRES (N=3)</u>
G148 COORDINATE TCTOS WITH PLANS AND SCHEDULING OR SUPPLY AGENCIES	100	100
G147 COORDINATE TCTOS WITH OTHER WORKCENTERS	98	100
G157 LOAD TCTO REQUIREMENTS INTO SYSTEM RECORDS	97	100
G150 DETERMINE TCTO STATUS FOR ASSIGNED EQUIPMENT	97	100
G176 REVIEW OR MONITOR STATUS OF TCTO PROGRAMS	92	100
G146 COORDINATE ON ITEMS REQUIRING MODIFICATION OR ACTION UNDER TCTOS	92	67
G141 COMPLETE AF FORMS 2001 (NOTIFICATION OF TCTO KIT REQUIREMENTS)	92	100
G164 PARTICIPATE IN MONTHLY TCTO KIT RECONCILIATION MEETINGS	91	100
E107 MAKE ENTRIES ON AF FORMS 2410 (INSPECTION/TCTO PLANNING CHECKSHEET)	91	67
G163 OPEN OR CLOSE REMOTE DEVICES	89	67
H200 MAINTAIN CAMS PRODUCTS	69	67
H212 SCHEDULE ACCOMPLISHMENT OF TCTOS	64	100
E119 UPDATE TO FILES	58	67
F135 REVIEW CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) DATA	55	67
E100 FILE CORRESPONDENCE	50	67

TABLE A3
ENGINE MANAGEMENT JOB
(STG101)

TASKS	PERCENT PERFORMING	
	ACTIVE DUTY (N=14)	ANG & AFRES (N=12)
I231 VERIFY OR UPDATE ENGINE ACCUMULATED HOUR AND EVENT DATA	100	100
G163 OPEN OR CLOSE REMOTE DEVICES	93	75
I221 MAINTAIN COMPREHENSIVE ENGINE MANAGEMENT SYSTEM (CEMS) DATA	86	100
E104 MAINTAIN AFTO FORMS 95 (SIGNIFICANT HISTORICAL DATA)	86	58
I230 UPDATE ENGINE STATUS IN SYSTEM RECORDS	79	92
I229 PROCESS ENGINE OR MODULE INITIALIZATION DATA	64	67
I220 FORECAST MAJOR ENGINE TIME CHANGES	64	33
E109 MAKE ENTRIES ON AFTO FORMS 44 (TURBINE WHEEL HISTORICAL RECORD)	57	17
I228 PREPARE ENGINES OR ASSOCIATED EQUIPMENT FOR SHIPMENT	57	**
H200 MAINTAIN CAMS PRODUCTS	50	33
I222 MAINTAIN ENGINE CHANGE FORECASTS ON VISUAL MEDIA, SUCH AS BOARDS OR CHARTS	50	50
I226 PREPARE ENGINE SHIPPING DOCUMENTS	50	50
G154 LOAD INITIAL INSPECTION OR TIME CHANGE REQUIREMENTS INTO SYSTEM RECORDS	50	**
G142 COMPUTE DUE TIME ON NEWLY ADDED TIME CHANGE ITEMS	50	**
I219 FORECAST MAJOR ENGINE INSPECTIONS	43	33

**** Indicates no incumbents responding to this task**

TABLE A4
PLANNING AND SCHEDULING MONITOR JOB
(STG108)

TASKS	PERCENT PERFORMING	
	ACTIVE DUTY (N=7)	ANG & AFRES (N=3)
H195 DISTRIBUTE MAINTENANCE PLANS OR SCHEDULES	100	100
H192 DEVELOP OPERATIONAL SCHEDULES, SUCH AS FLYING SCHEDULES	86	100
H182 ADJUST OR COORDINATE SCHEDULES TO MEET EMERGENCY OR PRIORITY MAINTENANCE OR OPERATIONAL FLYING REQUIREMENTS	86	33
E102 INITIATE AF FORMS 2407 (WEEKLY/DAILY FLYING SCHEDULE COORDINATION)	86	33
H206 POST SCHEDULING INFORMATION ONTO VISUAL MEDIA, SUCH AS BOARDS OR CHARTS	71	33
H208 PREPLAN DAILY MAINTENANCE	71	33
H194 DEVELOP WEEKLY UTILIZATION OR MAINTENANCE SCHEDULES FOR AEROSPACE VEHICLES	43	**
H185 CONDUCT OR ATTEND DAILY MAINTENANCE PLANNING MEETINGS	43	33
H184 ASSIGN OR ADJUST PRIORITIES FOR PLANNED OR PREPLANNED MAINTENANCE	43	33
B22 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, GRAPHS, OR CHARTS	43	**
H187 COORDINATE MAINTENANCE REQUIREMENTS WITH OPERATIONS	43	33
E107 MAKE ENTRIES ON AF FORMS 2410 (INSPECTION/TCTO PLANNING CHECKSHEET)	43	**

**** Indicates no incumbents responding to this task**

TABLE A5
AEROSPACE VEHICLE DATA ANALYSIS JOB
(STG095)

TASKS	PERCENT PERFORMING	
	ACTIVE DUTY (N=16)	ANG & AFRES (N=2)
F134 REVIEW AEROSPACE VEHICLE EQUIPMENT UTILIZATION REPORTS FOR ACCURACY	88	50
F132 REVIEW AEROSPACE VEHICLE EQUIPMENT STATUS DATA	88	100
F129 PREPARE OR MAINTAIN REPORTS ON AEROSPACE VEHICLE EQUIPMENT STATUS	88	100
F130 PREPARE OR MAINTAIN REPORTS ON AEROSPACE VEHICLE INVENTORIES	88	50
F131 PREPARE OR MAINTAIN REPORTS ON AEROSPACE VEHICLE UTILIZATION	81	100
F133 REVIEW AEROSPACE VEHICLE EQUIPMENT STATUS OR INVENTORY DOCUMENTS FOR ACCURACY	81	100
F128 PREPARE GAIN, LOSS, OR TERMINATION MESSAGES	81	100
F135 REVIEW CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) DATA	81	100
F137 REVIEW OR CORRECT AEROSPACE VEHICLE EQUIPMENT UTILIZATION DATA	63	**
E100 FILE CORRESPONDENCE	63	100
H185 CONDUCT OR ATTEND DAILY MAINTENANCE PLANNING MEETINGS	56	**
H195 DISTRIBUTE MAINTENANCE PLANS OR SCHEDULES	56	50
B24 DRAFT CORRESPONDENCE	56	**
G163 OPEN OR CLOSE REMOTE DEVICES	50	50
H200 MAINTAIN CAMS PRODUCTS	50	100
B18 ADVISE MANAGEMENT ON EQUIPMENT MAINTENANCE OR UTILIZATION	44	**

** Indicates no incumbents responding to this task

TABLE A6
TMDE MONITORS
(STG139)

		<u>PERCENT PERFORMING</u>
<u>TASKS</u>		ACTIVE DUTY (N=45)
J237	RECEIVE TMDE EQUIPMENT	100
J240	SCHEDULE UNSCHEDULED TMDE MAINTENANCE	98
J239	SCHEDULE CALIBRATION OR MAINTENANCE OF TMDE	96
J236	PREPARE TMDE FOR SHIPMENT	96
J238	REVIEW PAMS REPORTS	96
J233	DISTRIBUTE PMEL AUTOMATED MANAGEMENT SYSTEM (PAMS) REPORTS	96
J241	VERIFY INCOMING TMDE AGAINST PAMS	91
J234	LOAD OR UPDATE PAMS SYSTEM RECORDS	84
E112	PREPARE OR PACK EQUIPMENT FOR SHIPMENT, STORAGE, OR EXCHANGE	73
E113	PREPARE OR REVIEW EQUIPMENT SHIPPING DOCUMENTS	67
G163	OPEN OR CLOSE REMOTE DEVICES	67
G160	MAINTAIN LISTS OF OWNING WORKCENTERS	64
G175	REVIEW OR MAINTAIN MASTER ID LISTS	58
E108	MAKE ENTRIES ON AFTO FORMS 350 (REPARABLE ITEM PROCESSING TAG)	53
E100	FILE CORRESPONDENCE	51
G140	ASSIGN END-ITEM-EQUIPMENT IDENTIFICATION (ID) NUMBERS	49
J232	DELIVER TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE)	47
E 97	COMPLETE AF FORMS 2005 (ISSUE/TURN-IN REQUEST)	47
A7	ESTABLISH WORK PRIORITIES	47
J235	PERFORM CUSTOMER ASSISTANCE VISITS	44
D76	CONDUCT TRAINING BRIEFINGS	40

TABLE A7
TIME CHANGE MONITOR JOB
(STG113)

TASKS	PERCENT PERFORMING	
	ACTIVE DUTY (N=15)	ANG & AFRES (N=1)
G154 LOAD INITIAL INSPECTION OR TIME CHANGE REQUIREMENTS INTO SYSTEM RECORDS	100	100
G181 VALIDATE INSPECTION OR TIME CHANGE REQUIREMENTS IN SYSTEM RECORDS	93	100
G152 INITIATE TIME CHANGE ACTIONS	93	100
G163 OPEN OR CLOSE REMOTE DEVICES	87	**
H198 FORECAST INSPECTION OR TIME CHANGE REQUIREMENTS	73	100
G142 COMPUTE DUE TIME ON NEWLY ADDED TIME CHANGE ITEMS	73	100
E104 MAINTAIN AFTO FORMS 95 (SIGNIFICANT HISTORICAL DATA)	73	**
G168 PREPARE AFTO FORMS 223 (TIME CHANGE REQUIREMENTS FORECAST)	73	**
E97 COMPLETE AF FORMS 2005 (ISSUE/TURN IN REQUEST)	67	**
H200 MAINTAIN CAMS PRODUCTS	60	100
H215 SCHEDULE REPLACEMENT OF TIME CHANGE ITEMS	60	**
E107 MAKE ENTRIES ON AF FORMS 2410 (INSPECTION/TCTO PLANNING CHECKSHEET)	53	**
G178 SET UP AIRCRAFT RECORD JACKETS	47	**

** Indicates no incumbents responding to this task

TABLE A8
FIRSTLINE SUPERVISOR CLUSTER
(STG109)

TASKS	PERCENT PERFORMING	
	ACTIVE DUTY (N=88)	ANG & AFRES (N=27)
C66 PREPARE EPRs	99	**
B20 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY MATTERS	97	100
B18 ADVISE MANAGEMENT ON EQUIPMENT MAINTENANCE OR UTILIZATION	88	96
B24 DRAFT CORRESPONDENCE	88	67
C44 CONDUCT PERFORMANCE FEEDBACK WORKSHEET (PFW) SESSIONS	88	**
C67 PREPARE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	85	56
A15 SCHEDULE LEAVES OR PASSES	85	48
B21 DEVELOP WORK METHODS OR PROCEDURES	83	89
B31 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	82	96
A7 ESTABLISH WORK PRIORITIES	82	100
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	82	89
C56 EVALUATE PERSONNEL FOR AWARDS OR DECORATIONS	81	74
B38 SUPERVISE MAINTENANCE SCHEDULING SPECIALISTS (AFSC 39250)	77	74
A10 PLAN OR SCHEDULE WORK ASSIGNMENTS	77	100
A2 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	77	56
A5 ESTABLISH PERSONNEL PERFORMANCE STANDARDS	76	74
B40 SUPERVISE MAINTENANCE SCHEDULING TECHNICIANS (AFSC 39270)	74	81
A13 PREPARE OR UPDATE LOCAL OPERATING INSTRUCTIONS	74	81
G163 OPEN OR CLOSE REMOTE DEVICES	73	78
F135 REVIEW CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) DATA	69	85
C64 INDORSE ENLISTED PERFORMANCE REPORTS (EPRs)	68	**
C42 ANALYZE WORKLOAD REQUIREMENTS	67	85
A12 PREPARE JOB DESCRIPTIONS	66	63
B22 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, GRAPHS, OR CHARTS	66	93
H185 CONDUCT OR ATTEND DAILY MAINTENANCE PLANNING MEETINGS	65	89
D73 CONDUCT OJT	61	44
A6 ESTABLISH REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	61	70
C62 EVALUATE WORK SCHEDULES	60	78
C53 EVALUATE JOB DESCRIPTIONS	60	67
B23 DIRECT MAINTENANCE OF ADMINISTRATIVE FILES	60	56

** Indicates no incumbents responding to this task

TABLE A9

ANG AND AFRES PRODUCTION CONTROLLER JOB
(STG132)

TASKS	PERCENT PERFORMING	
	ANG & AFRES (N=16)	
A7 ESTABLISH WORK PRIORITIES	100	
E97 COMPLETE AF FORMS 2005 (ISSUE/TURN-IN REQUEST)	100	
E100 FILE CORRESPONDENCE	100	
E108 MAKE ENTRIES ON AFTO FORMS 350 (REPARABLE ITEM PROCESSING TAG)	94	
C42 ANALYZE WORKLOAD REQUIREMENTS	94	
E114 PREPARE REQUISITIONS FOR SUPPLIES OR EQUIPMENT	94	
E112 PREPARE OR PACK EQUIPMENT FOR SHIPMENT, STORAGE, OR EXCHANGE	94	
B18 ADVISE MANAGEMENT ON EQUIPMENT MAINTENANCE OR UTILIZATION	94	
D73 CONDUCT OJT	88	
E119 UPDATE TO FILES	88	
H184 ASSIGN OR ADJUST PRIORITIES FOR PLANNED OR PREPLANNED MAINTENANCE	81	
E113 PREPARE OR REVIEW EQUIPMENT SHIPPING DOCUMENTS	81	
H182 ADJUST OR COORDINATE SCHEDULES TO MEET EMERGENCY OR PRIORITY MAINTENANCE OR OPERATIONAL FLYING REQUIREMENTS	81	
H185 CONDUCT OR ATTEND DAILY MAINTENANCE PLANNING MEETINGS	81	
B21 DEVELOP WORK METHODS OR PROCEDURES	81	
D93 PREPARE OR UPDATE TRAINING RECORDS	81	
E99 COMPUTE DELAYED DISCREPANCY DATA	75	
C59 EVALUATE SOURCE DOCUMENTS, OTHER THAN TOS	75	
D79 DEMONSTRATE HOW TO LOCATE TECHNICAL INFORMATION	75	
G147 COORDINATE TCTOS WITH OTHER WORKCENTERS	75	
G146 COORDINATE ON ITEMS REQUIRING MODIFICATION OR ACTION UNDER TCTOS	75	
G164 PARTICIPATE IN MONTHLY TCTO KIT RECONCILIATION MEETINGS	75	
A2 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	75	
G148 COORDINATE TCTOS WITH PLANS AND SCHEDULING OR SUPPLY AGENCIES	69	
H217 VERIFY NOT MISSION CAPABLE (NMC) REQUIREMENTS WITH OTHER RECORDS OR UNITS	69	
C54 EVALUATE MAINTENANCE OR USE OF WORKSPACE, EQUIPMENT, OR SUPPLIES	69	
F122 COORDINATE ON BRIEFINGS FOR PROJECTED AEROSPACE VEHICLE CAPABILITIES WITH OTHER AGENCIES	69	
D87 EVALUATE OJT TRAINEES	69	
B36 SUPERVISE APPRENTICE MAINTENANCE SCHEDULING SPECIALISTS (AFSC 39230)	69	
D86 EVALUATE INDIVIDUALS FOR SPECIALIZED TRAINING	69	
H208 PREPLAN DAILY MAINTENANCE	63	

TABLE A10

ANG & AFRES PLANS AND SCHEDULING MANAGER JOB
(STG177)

<u>TASKS</u>	<u>PERCENT PERFORMING</u>	
	ANG & AFRES	(N=16)
A7 ESTABLISH WORK PRIORITIES		100
H182 ADJUST OR COORDINATE SCHEDULES TO MEET EMERGENCY OR PRIORITY MAINTENANCE OR OPERATIONAL FLYING REQUIREMENTS		93
A10 PLAN OR SCHEDULE WORK ASSIGNMENTS		80
B22 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, GRAPHS, OR CHARTS		80
H200 MAINTAIN CAMS PRODUCTS		80
H184 ASSIGN OR ADJUST PRIORITIES FOR PLANNED OR PREPLANNED MAINTENANCE		80
G163 OPEN OR CLOSE REMOTE DEVICES		80
H206 POST SCHEDULING INFORMATION ONTO VISUAL MEDIA, SUCH AS BOARDS OR CHARTS		73
B18 ADVISE MANAGEMENT ON EQUIPMENT MAINTENANCE OR UTILIZATION		73
F135 REVIEW CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) DATA		73
F129 PREPARE OR MAINTAIN REPORTS ON AEROSPACE VEHICLE EQUIPMENT STATUS		67
H185 CONDUCT OR ATTEND DAILY MAINTENANCE PLANNING MEETINGS		67
F132 REVIEW AEROSPACE VEHICLE EQUIPMENT STATUS DATA		60
H208 PREPLAN DAILY MAINTENANCE		53
C42 ANALYZE WORKLOAD REQUIREMENTS		53
H214 SCHEDULE OR COORDINATE LOADING OF MUNITIONS		53
F133 REVIEW AEROSPACE VEHICLE EQUIPMENT STATUS OR INVENTORY DOCUMENTS FOR ACCURACY		53
H217 VERIFY NOT MISSION CAPABLE (NMC) REQUIREMENTS WITH OTHER RECORDS OR UNITS		47
H187 COORDINATE MAINTENANCE REQUIREMENTS WITH OPERATIONS		47
H216 VERIFY AEROSPACE VEHICLE STATUS WITH OTHER RECORDS OR UNITS		40
H183 ASSIGN BLOCKS OF JOB CONTROL NUMBERS TO FUNCTIONAL USERS		40
A6 ESTABLISH REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES		40
G153 INPUT OR UPDATE CURRENT INVENTORY DATA ON ASSIGNED EQUIPMENT		40
D73 CONDUCT OJT		40
A14 REVIEW UNIT EMERGENCY OR DISASTER PLANS		40

APPENDIX B

Listing of Modules and Task Statements

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These Task Modules (TMs) were developed in order to organize and summarize the extensive task information for this specialty. The TMs were derived by statistical clustering of the tasks in terms of which tasks are performed by the same incumbents. For example, if an individual performs one CAMS task, the probability is very high that he or she also will perform other CAMS tasks. Thus, the group of CAMS tasks can be considered a "natural group" of associated or related tasks (see TM 0001 below). The statistical clustering generally approximates these "natural groupings."

The title of each TM is our best estimate as to the generic subject content of the group of tasks. The TMs are useful for organizing the task data into meaningful units and as a way to concisely summarize the extensive job data. However, TMs are only one way to organize the information. Other strategies may also be valid.

0001 CAMS Review and Initiation

- | | | |
|----|------|---|
| 1 | E104 | Maintain AFTO Forms 95 (Significant Historical Data) |
| 2 | F135 | Review core automated maintenance system (CAMS) data |
| 3 | G142 | Compute due time on newly added time change items |
| 4 | G143 | Conduct automated records reviews |
| 5 | G144 | Conduct manual records reviews |
| 6 | G152 | Initiate time change actions |
| 7 | G154 | Load initial inspection or time change requirements into system records |
| 8 | G162 | Maintain records of recurring inspection times or dates |
| 9 | G163 | Open or close remote devices |
| 10 | G181 | Validate inspection or time change requirements in system records |
| 11 | H198 | Forecast inspection or time change requirements |
| 12 | H200 | Maintain CAMS products |

0002 TCTO Coordination and Action

- | | | |
|----|------|---|
| 1 | E107 | Make entries on AF Forms 2410 (Inspection/TCTO Planning Checksheet) |
| 2 | G141 | Complete AF Forms 2001 (Notification of TCTO Kit Requirements) |
| 3 | G146 | Coordinate on items requiring modification or action under TCTOs |
| 4 | G147 | Coordinate TCTOs with other workcenters |
| 5 | G148 | Coordinate TCTOs with plans and scheduling or supply agencies |
| 6 | G150 | Determine TCTO status for assigned equipment |
| 7 | G157 | Load TCTO requirements into system records |
| 8 | G164 | Participate in monthly TCTO kit reconciliation meetings |
| 9 | G176 | Review or monitor status of TCTO programs |
| 10 | H212 | Schedule accomplishment of TCTOs |

0003 Administrative Filing

- | | | |
|---|------|------------------------------------|
| 1 | E100 | File correspondence |
| 2 | E101 | File scheduled maintenance reports |
| 3 | E119 | Update TO files |

0004 Update System Records

- 1 G149 Correct aerospace vehicle flying times
 - 2 G155 Load operational events, such as flying schedules, into system records
 - 3 G166 Post status of documentation events onto visual media, such as charts or boards
 - 4 G178 Set up aircraft record jackets
 - 5 G179 Update discrepancy data in system records
 - 6 G180 Update equipment operating times in system records
 - 7 H218 Verify operational data, such as flying hours, from other agencies
-

0005 Pre-plan Maintenance Meetings and Flying Schedules

- 1 E99 Compute delayed discrepancy data
 - 2 E102 Initiate AF Forms 2407 (Weekly/Daily Flying Schedule Coordination)
 - 3 F120 Compile maintenance scheduling effectiveness data
 - 4 G161 Maintain or update long range plans
 - 5 G174 Review maintenance scheduling effectiveness data
 - 6 H182 Adjust or coordinate schedules to meet emergency or priority maintenance or operational flying requirements
 - 7 H184 Assign or adjust priorities for planned or preplanned maintenance
 - 8 H185 Conduct or attend daily maintenance planning meetings
 - 9 H186 Conduct preinspection meetings
 - 10 H187 Coordinate maintenance requirements with operations
 - 11 H190 Develop monthly utilization or maintenance schedules for aerospace vehicles
 - 12 H192 Develop operational schedules, such as flying schedules
 - 13 H194 Develop weekly utilization or maintenance schedules for aerospace vehicles
 - 14 H195 Distribute maintenance plans or schedules
 - 15 H199 Initiate scheduled inspections
 - 16 H202 Monitor automated delayed discrepancy files
 - 17 H206 Post scheduling information onto visual media, such as boards or charts
 - 18 H207 Prepare inspection packages
 - 19 H208 Preplan daily maintenance
 - 20 H210 Project maintenance requirements
 - 21 H213 Schedule aerospace vehicle inspections
 - 22 H215 Schedule replacement of time change items
-

0006 Maintenance Support Planning

- 1 H196 Evaluate practicability of delaying or deferring maintenance
- 2 H201 Match or correlate maintenance plans
- 3 H204 Plan corrosion control schedules
- 4 H205 Plan maintenance support requirements

0007 Prepare Time Change & Turn-in Requests

- 1 E97 Complete AF Forms 2005 (Issue/Turn-in Request)
 - 2 G168 Prepare AFTO Forms 223 (Time Change Requirements Forecast)
-

0008 Job & Record Documentation

- 1 G138 Assemble backup information for use during recovery
 - 2 G139 Assemble documentation records for mobilization
 - 3 G140 Assign end-item-equipment identification (ID) numbers
 - 4 G153 Input or update current inventory data on assigned equipment
 - 5 G160 Maintain lists of owning workcenters
 - 6 G170 Prepare job flow packages
 - 7 G171 Prepare quarterly or semiannual reviews of equipment records
 - 8 G172 Process transfers of equipment in system records
 - 9 G175 Review or maintain master ID lists
 - 10 G177 Review or spot check job documentation data (JDD) source documents for accuracy
 - 11 H183 Assign blocks of job control numbers to functional users
-

0009 Coordinate Briefings

- 1 F121 Coordinate on briefings for aerospace vehicle maintenance performance with other agencies
 - 2 F122 Coordinate on briefings for projected aerospace vehicle capabilities with other agencies
 - 3 F123 Coordinate on briefings for projected aerospace vehicle requirements with other agencies
 - 4 H197 Forecast depot inputs
-

0010 Aircraft or Equipment Status Reports

- 1 F128 Prepare gain, loss, or termination messages
 - 2 F129 Prepare or maintain reports on aerospace vehicle equipment status
 - 3 F130 Prepare or maintain reports on aerospace vehicle inventories
 - 4 F131 Prepare or maintain reports on aerospace vehicle utilization
 - 5 F132 Review aerospace vehicle equipment status data
 - 6 F133 Review aerospace vehicle equipment status or inventory documents for accuracy
 - 7 F134 Review aerospace vehicle equipment utilization reports for accuracy
 - 8 F137 Review or correct aerospace vehicle equipment utilization data
-

0011 Verify & Correct Records

- 1 F127 Identify or correct aerospace vehicle source document errors
- 2 H216 Verify aerospace vehicle status with other records or units
- 3 H217 Verify not mission capable (NMC) requirements with other records or units

0012 Shipping Procedures

- 1 E98 Complete AFTO Forms 103 (Aircraft/Missile Condition Data)
- 2 G145 Coordinate correction or resubmission of reports with users
- 3 G151 Initiate AFTO Forms 345 (Aerospace Vehicle Transfer Inspection Checklist and Certification)
- 4 G167 Prepare AF Forms 2692 (Aircraft/Missile Equipment Transfer/Shipping Listing)
- 5 G169 Prepare AFTO Forms 290 (Aerospace Vehicle Delivery Receipt)

0013 Maintain APU & ACMS

- 1 G156 Load or update auxiliary power unit (APU) or jet fuel starter (JFS) data in system records
- 2 G158 Maintain aircraft configuration management system (ACMS)

0014 Contract Maintenance & Depot Liaison

- 1 H209 Project contract maintenance requirements or utilization
- 2 H211 Request depot level assistance using TO 00-25-107

0015 Work Center Management

- 1 A7 Establish work priorities
- 2 A10 Plan or schedule work assignments
- 3 B18 Advise management on equipment maintenance or utilization
- 4 B20 Counsel subordinates on personal or military matters
- 5 B21 Develop work methods or procedures
- 6 B22 Direct development or maintenance of status boards, graphs, or charts
- 7 B23 Direct maintenance of administrative files
- 8 B24 Draft correspondence
- 9 B31 Interpret policies, directives, or procedures for subordinates
- 10 B36 Supervise Apprentice Maintenance Scheduling Specialists (AFSC 39230)
- 11 B38 Supervise Maintenance Scheduling Specialists (AFSC 39250)
- 12 C42 Analyze workload requirements
- 13 C44 Conduct performance feedback worksheet (PFW) sessions
- 14 C66 Prepare EPRs
- 15 D73 Conduct OJT
- 16 D78 Counsel trainees on training progress or problems
- 17 D79 Demonstrate how to locate technical information
- 18 D87 Evaluate OJT trainees
- 19 D92 Plan or schedule OJT
- 20 D93 Prepare or update training records

0016 Office Management

- 1 A6 Establish requirements for space, personnel, equipment, or supplies
 - 2 B19 Conduct staff meetings
 - 3 C54 Evaluate maintenance or use of workspace, equipment, or supplies
-

0017 Second Level Supervision

- 1 A1 Assign personnel to duty positions
 - 2 A2 Assign sponsors for newly assigned personnel
 - 3 A5 Establish personnel performance standards
 - 4 A12 Prepare job descriptions
 - 5 A13 Prepare or update local operating instructions
 - 6 A15 Schedule leaves or passes
 - 7 B40 Supervise Maintenance Scheduling Technicians (AFSC 39270)
 - 8 B41 Supervise military personnel with AFSCs other than 392X0
 - 9 C48 Evaluate compliance with work standards
 - 10 C51 Evaluate individuals for promotion, demotion, or reclassification
 - 11 C53 Evaluate job descriptions
 - 12 C55 Evaluate personnel assignments
 - 13 C56 Evaluate personnel for awards or decorations
 - 14 C62 Evaluate work schedules
 - 15 C64 Indorse enlisted performance reports (EPRs)
 - 16 C67 Prepare recommendations for awards or decorations
 - 17 D71 Assign on-the-job training (OJT) trainers
-

0018 Evaluate Documents

- 1 C46 Evaluate administrative forms, files, or procedures
 - 2 C49 Evaluate contents of TOs
 - 3 C52 Evaluate inspection reports or procedures
 - 4 C59 Evaluate source documents, other than TOs
-

0019 Establish Files and Charts

- 1 A3 Develop organizational charts
 - 2 B25 Establish publication files
-

0020 Disaster Preparedness

- 1 A14 Review unit emergency or disaster plans
 - 2 B33 Prepare or update contingency plans
 - 3 C61 Evaluate unit alert or emergency procedures
 - 4 H188 Develop emergency war order (EWO) plans
-

0021 Unit Level Training Programs

- 1 B27 Implement cost-reduction programs
 - 2 D74 Conduct proficiency training programs
 - 3 D82 Direct or implement OJT programs
 - 4 D86 Evaluate individuals for specialized training
 - 5 D89 Evaluate training methods or techniques
 - 6 D90 Evaluate training programs
 - 7 D91 Implement local training programs
 - 8 D94 Procure training aids, space, or equipment
-

0022 Special Studies

- 1 B34 Prepare personnel action requests
 - 2 C69 Write staff studies, surveys, or special reports, other than training reports
-

0023 Staff Assistance

- 1 C45 Conduct staff assistance visits
 - 2 C60 Evaluate suggestions
-

0024 Identification Reporting

- 1 F124 Establish aerospace vehicle identification numbers
 - 2 F125 Establish procedures for submission or resubmission of reports with aerospace vehicle managers
-

0025 Work Center Supply Monitoring

- 1 B26 Establish supply custodian account files
- 2 E105 Maintain custody authorization/custody receipt listings (CA/CRLs)
- 3 E115 Review or prepare AF Forms 9 (Request for Purchase)
- 4 E118 Update supply equipment custodian account files

0026 Engine Reporting

- 1 E109 Make entries on AFTO Forms 44 (Turbine Wheel Historical Record)
- 2 I219 Forecast major engine inspections
- 3 I220 Forecast major engine time changes
- 4 I221 Maintain comprehensive engine management system (CEMS) data
- 5 I222 Maintain engine change forecasts on visual media, such as boards or charts
- 6 I223 Manage engine auxiliary devices, such as quick-engine-change (QEC) kits or afterburners
- 7 I224 Perform data base reconciliation for configuration procedures
- 8 I225 Prepare end-of-month or quarterly engine reports
- 9 I226 Prepare engine shipping documents
- 10 I227 Prepare engine status reporting forms
- 11 I228 Prepare engines or associated equipment for shipment
- 12 I229 Process engine or module initialization data
- 13 I230 Update engine status in system records
- 14 I231 Verify or update engine accumulated hour and event data

0027 Support Equipment Management

- 1 F126 Establish support equipment local serial numbers
- 2 H193 Develop support equipment operational schedules

0028 Munitions Management

- 1 H191 Develop munitions maintenance plans or schedules
- 2 H214 Schedule or coordinate loading of munitions

0029 Missile Management

- 1 F136 Review missile equipment status for accuracy
- 2 H189 Develop missile maintenance plans

0030 Security Programs

- 1 A11 Plan security programs
- 2 B29 Implement security programs or procedures
- 3 C58 Evaluate security programs or procedures

0031 Safety Programs

- 1 A8 Plan ground safety programs
- 2 B28 Implement ground safety programs or procedures
- 3 C50 Evaluate ground safety programs or procedures

0032 Budget Programs

- 1 A4 Draft budget or financial requirements
- 2 C47 Evaluate budget or financial requirements

0033 Civilian Workforce Management

- 1 B37 Supervise civilian personnel
- 2 C63 Indorse civilian performance appraisals
- 3 C68 Write civilian performance appraisals
- 4 E110 Prepare labor timecards

0034 Training Management

- 1 D72 Assign resident course instructors
- 2 D76 Conduct training briefings
- 3 D77 Conduct training conferences

0035 Instructor ATC

- 1 D70 Administer or score tests
- 2 D75 Conduct resident course classroom training
- 3 D80 Develop course curricula or plans of instruction (POIs)
- 4 D83 Establish or update study reference files
- 5 D84 Establish resident course training requirements
- 6 D85 Evaluate course curriculum or POIs
- 7 D95 Write tests
- 8 D96 Write training reports

0036 Prepare Processing forms

- 1 E108 Make entries on AFTO Forms 350 (Reparable Item Processing Tag)
- 2 E112 Prepare or pack equipment for shipment, storage, or exchange
- 3 E113 Prepare or review equipment shipping documents
- 4 E114 Prepare requisitions for supplies or equipment

0037 TMDE Scheduling

- | | | |
|---|------|--|
| 1 | J232 | Deliver test, measurement, and diagnostic equipment (TMDE) |
| 2 | J233 | Distribute PMEL automated management system (PAMS) reports |
| 3 | J234 | Load or update PAMS system records |
| 4 | J236 | Prepare TMDE for shipment |
| 5 | J237 | Receive TMDE equipment |
| 6 | J238 | Review PAMS reports |
| 7 | J239 | Schedule calibration or maintenance of TMDE |
| 8 | J240 | Schedule unscheduled TMDE maintenance |
| 9 | J241 | Verify incoming TMDE against PAMS |

0038 Tasks not clustered (performed by few, if any, people)

- | | | |
|----|------|---|
| 1 | A9 | Plan layout of facilities |
| 2 | A16 | Serve on advisory councils |
| 3 | A17 | Serve on classification boards |
| 4 | B30 | Implement suggestion programs |
| 5 | B32 | Inventory equipment, tools, or supplies |
| 6 | B35 | Prepare recommended changes to technical orders (TOs) |
| 7 | B39 | Supervise Maintenance Scheduling Superintendents (AFSC 39290) |
| 8 | C43 | Compile data to evaluate engineering changes |
| 9 | C57 | Evaluate procedures for storage, inventory, or inspection of property items |
| 10 | C65 | Investigate accidents or incidents |
| 11 | D81 | Develop specialty training standards (STSs) |
| 12 | D88 | Evaluate resident course graduates |
| 13 | E103 | Initiate or maintain AF Forms 68 (Munitions Authorization Record) |
| 14 | E106 | Maintain employee master lists |
| 15 | E111 | Prepare or maintain aircraft directive notice (ADN) files |
| 16 | E116 | Secure classified documents or equipment |
| 17 | E117 | Update or maintain automated data processing equipment (ADPE) custodian account files |
| 18 | G159 | Maintain configuration status accounting system (CSAS) |
| 19 | G165 | Post AF Forms 2412 (Flight Status Register (1-8 Engines)) automated systems unavailable |
| 20 | G173 | Request equipment mobilization records from automated systems |
| 21 | H203 | Monitor manual delayed discrepancy files |
| 22 | J235 | Perform customer assistance visits |

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